

# Closing Package Training Fiscal Year 2019

May 6 & 7, 2019

State Controller's Office

Division of Statewide  
Accounting

Bureau of Reporting and Review



— STATE OF IDAHO —  
**CONTROLLER'S OFFICE**

BRANDON D WOOLF

# Contacts 2019

Chris Floyd                      332-8814  
Interfund Payables - Independent

Christy Anderson              332-8765  
Cash - Investments

Ethan Draves                    332-8713  
Unearned Revenue - Accounts and Other Payables

Sandra Tisdale                332-8722  
Loans/Notes Receivable - Accounts and Taxes  
Receivable - Grants Receivable - Subsequent Events

Kirsten Pruett                 332-8812  
Leases Payable - Leases Receivable - Capital Assets  
Questionnaire - Capital Assets - Capital Assets in  
Progress - Schedule of Expenditures of Federal Awards -  
Findings Follow-up

Roni Harlan                      332-8792  
Long-term and Short-term Liabilities

Jennifer Bonilla                332-8790  
Control Checklist – Miscellaneous – Prepaids –  
Inventory – Attestation Letter

General CAFR Email: [cafr@sco.idaho.gov](mailto:cafr@sco.idaho.gov)

# CPE

- ▶ Attending
  - ▶ Sign in and out and indicate CPE is wanted.
- ▶ Adobe Connect
  - ▶ Answer 20 pop up questions.
  - ▶ Answers do NOT need to be correct.

# *Agenda*

- ▶ General Information
- ▶ Why prepare a Comprehensive Annual Report (CAFR)
- ▶ CAFR Process
- ▶ GAAP Indicators
- ▶ Changes / Revisions
- ▶ In-depth look at Closing Packages (1 - 22)

# *General Information*

- ▶ Generally Accepted Accounting Principles (GAAP)
- ▶ Comprehensive Annual Financial Report (CAFR)
- ▶ Your Input is Needed

## *Why Prepare a CAFR?*

- ▶ Demonstrates accountability to citizens
- ▶ Provides information for decision makers
- ▶ Permits continued grants & federal funding
- ▶ Has a direct effect on the State's bond rating

# CAFR Process

- ▶ Use STARS data to the extent possible
- ▶ Collect remaining year-end accounting information using closing packages
- ▶ Post the closing package data into a GAAP basis accounting system: GRS
- ▶ Enter information from outside audits
- ▶ Prepare financial statements & related notes
- ▶ Internal review
- ▶ Auditor review

# All Closing Packages Submitted On-Time

Agency	Agency Name	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
130	Sec'y of State	😊		😊	😊			😊	😊	😊	😊
131	Uniform Laws Commission	😊	😊	😊	😊		😊	😊	😊	😊	😊
133	Idaho Code Commission	😊	😊	😊	😊		😊	😊	😊	😊	😊
140	SCO	😊			😊	😊					
160	Attorney General	😊		😊	😊	😊	😊	😊		😊	
170	Supt of Public Instr.	😊	😊		😊	😊		😊	😊	😊	😊
179	STEM Action Center	😊									
180	DFM	😊		😊					😊	😊	😊
181	Governor	😊							😊		😊
194	Div Human Res	😊							😊	😊	😊
199	Office of Energy Resources	😊			😊		😊		😊		
220	Dept of Commerce	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
231	Correctional Industries	😊		😊	😊	😊					
240	Department of Labor	😊									
260	Dept of Fish & Game	😊	😊	😊	😊	😊	😊	😊	😊		
270	Dept of Health & Welfare	😊	😊	😊	😊	😊	😊		😊		
280	Dept of Ins	😊	😊	😊	😊			😊	😊		😊
320	Dept of Lands	😊									
331	Brand Inspector	😊									
340	Dept of Parks & Rec	😊		😊	😊	😊	😊				
423	Bd of Dentistry	😊				😊	😊	😊		😊	
427	Bureau of Occup Lic	😊	😊	😊	😊	😊	😊	😊		😊	
434	Outfitters & Guides	😊		😊				😊			
437	State Public Defender Comm.	😊									
443	Appellate Pub Def	😊							😊		
444	Div of Veteran's Services	😊	😊	😊	😊	😊	😊	😊	😊	😊	
503	Career - Tech Education	😊	😊	😊	😊		😊				
520	Public TV	😊	😊	😊		😊		😊	😊		😊
523	Vocational Rehabilitation	😊			😊						
900	PUC	😊				😊			😊		😊

# *Revisions For FY19*

- ▶ Security Access Requests
- ▶ Closing Package application
- ▶ You can view prior year's closing packages from the closing package application

# Closing Package Process

# Log on to [www.sco.idaho.gov](http://www.sco.idaho.gov)

<p>STATE OF <b>IDAHO</b> U S A</p> <p>Brandon D Woolf Office of the State Controller</p>	 <p><a href="#">HOME</a> <a href="#">Logon</a> <a href="#">Help Desks</a> <a href="#">About Us</a> <a href="#">Contact</a> <a href="#">Search</a></p>	
<p>Accounting Payroll Computer Services Training Public Information Transparent.Idaho Board of Examiners SSA 218 Agreement</p>	<p><b>What's New</b></p> <p><a href="#">First Friday Fraud Facts</a></p>	
<p>Office of the State Controller 700 W. State St. P.O. Box 83720 Boise, ID 83720-0011 Phone: 208 334-3100</p>	<p><b>Controller's Welcome</b></p> <p>Welcome to our web page. It has been developed to create a more efficient and effective working government... <a href="#">Read More</a></p>	<p><b>Applications</b></p> <p><a href="#">Online Logon</a></p>
<p><a href="#">Privacy &amp; Security</a> <a href="#">Accessibility</a> <a href="#">Related Links</a> <a href="#">Access Idaho</a></p>		

## Application Selection Menu

You will only be able to access those applications you have been authorized to use.  
If you do not have authorization to enter an application that you wish to,  
contact your agency security administrator.

[Change Password](#)

[Log Off](#)

[Change Question/Answer](#)

Welcome: Roni

### [Employee Self Service](#)

Medical and Dental Enrollment, FSA, Direct Deposit,  
Address, Deductions

### [Form W-2](#)

Employee Form W-2

### [IBIS](#)

Idaho Business Intelligence System  
State of Idaho Data Warehouse

### [IPOPS](#)

Idaho Paperless Online Personnel Payroll System

### [I-TIME](#)

Idaho Employee Time Entry System

### [Net Pay Calculator](#)

Employee Net Pay Calculator

### [Online Reporting](#)

Agency Financial and Payroll Reports

### [Pay Stubs](#)

Employee Pay Stubs

### [Statewide Accounting System](#)

Adjustments, Budgetary, Cash Receipts, P-Card,  
Payment Services, Req-PO, Travel Reimbursement,  
Vendor Maintenance,  
Vendor Remittance



WHAT CAN WE HELP YOU FIND?



## WELCOME

As your State Controller, I am committed to conducting the business of government in an open and transparent manner.



**BRANDON D WOOLF,**  
IDAHO STATE CONTROLLER

[ABOUT BRANDON D WOOLF >](#)



## ONLINE APPLICATIONS

Provides access to the State Controller's Online Applications for State Employees and Vendors

 [SIGN IN](#)

[ACCESS SCO APPLICATIONS >](#)



## WHAT'S NEW

Controller's Office Announces New Administrator of Division of Statewide Payroll

Job Posting - Payroll Project Coordination Lead

[SEE ALL NEW >](#)



## TRANSPARENCY

Offers a highly accurate look at the State's budget, revenues, and spending, and how they have changed over the last 3-5 years.



## UPCOMING EVENTS

**MAY**  
**20**

Def Comp Board Meeting

May 20, 2019

205 N 10th Street, Suite 540, Boise

# Luma

A statewide enterprise system that modernizes and transforms the way the State of Idaho does business.



STATE OF IDAHO  
**CONTROLLER'S OFFICE**  
BRANDON D WOOLF



Username

Agency

Accountancy, Board of



Password

**SIGN IN**

[Help](#)

[Forgot your password?](#)

# SCO APPLICATIONS MENU

## Employee Applications

-  EMPLOYEE SELF SERVICE
-  FORM W-2
-  I-TIME
-  NET PAY CALCULATOR
-  PAY STUBS

## Agency Applications

-  IBIS
-  IPOPS
-  ONLINE REPORTING
-  STATEWIDE ACCOUNTING SYSTEM



Simulation

# Statewide Accounting System



Applications

Logoff



If you experience problems accessing the application please contact your Statewide Accounting System Administrator

## Welcome KABA ERD

Edit ipopsjob@sco.idaho.gov

[Browser Tips for Updated Applications](#)

- P-Card
- Cash Receipts
- Adjustments
- Payment Services
- Purchasing
- Travel Express
- Budgetary
- Vendor Maint
- Vendor Remit

○ Closing Packages

○ Closing Packages

-select- ▼

Simulation

User ID: KABA ERD

Agency: 260

Department of Fish and  
Game



● Form Completion

Originator

● Agency Approval

Approver

If you have Originator and Approver  
permissions, you will see both

Previous Years

Acct System Menu

Applications

Logoff

## Main Menu

### Current Closing Packages

---

#### [-] New Closing Package

1. Control Checklist
2. Miscellaneous
- + 3. Leases Payable
- + 4. Leases Receivable
5. Long-Term Liabilities and Short-Term Debt
6. Prepaid Expenses
- + 7. Capital Asset Questionnaire
- + 8. Cash
9. Inventory
10. Investments
11. Loans and Notes Receivable
- + 12. Capital Assets
13. Capital Assets In Progress
14. Interfund Payables
- + 15. Unearned Revenue
16. Accounts Payable
17. Accounts Receivable
18. Grants Receivable
19. Schedule of Expenditures of Federal Awards
21. Attestation Letter
22. Subsequent Events

# Originator Closing Package View

- ▶ You can only submit (1) each:
  - ▶ Control Checklist
  - ▶ Miscellaneous
  - ▶ Attestation Letter
  - ▶ Subsequent Events
  - ▶ SEFA

### Current Closing Packages

Status:  ▼

	Form	Status
1	<a href="#">Control Checklist</a>	Draft
2	<a href="#">Miscellaneous</a>	Draft
3a	<a href="#">Capital Leases Payable</a>	Draft
3b	<a href="#">Operating Leases Payable</a>	Draft
4a	<a href="#">Operating Leases Receivable</a>	Draft
4b	<a href="#">Direct Financing Leases Receivable</a>	Draft
5	<a href="#">Long-Term Liabilities and Short-Term Debt</a>	Draft

## Main Menu

### Current Closing Packages

---

#### [-] New Closing Package

1. Control Checklist
2. Miscellaneous
- [-] 3. Leases Payable
- [-] 4. Leases Receivable
5. Long-Term Liabilities and Short-Term Debt
6. Prepaid Expenses
- [-] 7. Capital Asset Questionnaire
- [-] 8. Cash
9. Inventory
10. Investments
11. Loans and Notes Receivable
- [-] 12. Capital Assets
13. Capital Assets In Progress
14. Interfund Payables
- [-] 15. Unearned Revenue
16. Accounts Payable
17. Accounts Receivable
18. Grants Receivable
19. Schedule of Expenditures of Federal Awards
21. Attestation Letter
22. Subsequent Events

# Originator Closing Package View

- ▶ You can only submit (1) each:
  - ▶ Control Checklist
  - ▶ Miscellaneous
  - ▶ Attestation Letter
  - ▶ Subsequent Events
  - ▶ SEFA

#### [-] General Information

- Agency List
- CP Due Dates by Date
- CP Due Dates by CP Number
- Fund List
- SCO Contacts

# Approver Closing Package View

## Main Menu

### Current Forms List

#### Instructions

- 3. Leases Payable
- 4. Leases Receivable
- 8. Cash
- 12. Capital Assets
- 15. Unearned Revenue

#### General Information

### Current Closing Packages

Status:

		Form	Status	Fund
<a href="#">View</a>	1	Control Checklist	Awaiting SCO Release	0200
<a href="#">View</a>	3a	Capital Leases Payable	Draft	
<a href="#">Approve</a>	5	Long-Term Liabilities and Short-Term Debt	Awaiting Agency Approval	0200
<a href="#">View</a>	15a	Unearned Revenue Form	Draft	0001

### Fund Information

Fund Number:  Name of Fund:

Current Year Total:   
 Total Accounts Payable and Other Payables Reported in Prior Year Closing Package:

(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the Comments feature below.)

Variance:  Difference in %:  Difference in amount:

		Show Next Row	Remove Last Row
Expenditure Subobject	Is Amount Encumbered? <input type="checkbox"/> *	Is Amount for Contract Retentions? <input type="checkbox"/> *	Amount Due at 06/30/2018
<input type="text" value="1111"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	\$1,111.00
Totals			\$1,111.00

\*For Governmental Funds **Only**

# Same great features...

## Originator options - DRAFT status

Save Draft Send Form to Agency Approval Delete Attachments Comments View Audit Trail View PDF

## Originator options - Awaiting Agency Approval

Save Draft Approve Delete Attachments Comments View Audit Trail View PDF

## Approver options - Awaiting Agency Approval

Sent to SCO Undo Approval Attachments Comments View Audit Trail View PDF

# Same great features...



Audit Trail			
Status	User	User Email	Date
Draft	PAUL SOMMERFELD	<a href="mailto:psommerfeld@idfg.idaho.gov">psommerfeld@idfg.idaho.gov</a>	04/10/2018
Awaiting Agency Approval	PAUL SOMMERFELD	<a href="mailto:psommerfeld@idfg.idaho.gov">psommerfeld@idfg.idaho.gov</a>	04/10/2018
Awaiting SCO Release	GRETCHEN WILSON	<a href="mailto:ipopspob@sco.idaho.gov">ipopspob@sco.idaho.gov</a>	04/18/2018

- ▶ Agencies will no longer be required to enter Originators and Approver Information.

## *Audit Trail*

# Same great features...



### Attachments

Browse... Attach

Attachment Name	DateCreated			
Test Attachment.jpg	03/30/2018	<a href="#">Download</a>	<a href="#">View</a>	<a href="#">Delete</a>

- ▶ Originators and Approvers can attach or delete attachments once a draft closing package is saved.
- ▶ Only the view option will be available after it is submitted to SCO.

## *Attachments*

# Same great features...



### Comments

	Subject	Form Status	Last User	
Select	Testing	Draft	KABA ERD	0:
Select	S/O	Awaiting Agency Approval	KABA ERD	0:

Subject Line:

Comments:

New Save Close

- ▶ Originators and Approvers can add or edit comments once a draft closing package is saved.
- ▶ Agencies can only view the comments after it is submitted to SCO.

# General Instructions

Simulation

User ID: JEFFREY SEWARD

Agency: 260 Department of Fish and Game



● Form Completion

● Agency Approval



Previous Years General Information

Agency List

CP Due Dates by Date

CP Due Dates by CP Number

Fund List

SCO Contacts

Acct System Menu

Applications

Logoff



Due Dates & Contacts \* FAQ \* Agencies \* Funds

### GAAP Closing Package Schedule for FY 2019

	<b>Closing Package</b>	<b>SCO Contact</b>	<b>Phone</b>	<b>Due Date</b>	<b>Day</b>
1	Control Checklist	Jennifer Bonilla	332-8790	June 3	M
2	Miscellaneous	Jennifer Bonilla	332-8790	July 15	M
3	Leases Payable	Kirsten Pruett	332-8812	July 8	M
4	Leases Receivable	Kirsten Pruett	332-8812	July 8	M
5	Long/Short-term Liabilities	Roni Harlan	332-8792	July 9	T
6	Prepays	Jennifer Bonilla	332-8790	July 9	T
7	Capital Asset Questionnaire	Kirsten Pruett	332-8812	July 22	M
8	Cash	Christy Anderson	332-8765	July 18	Th
9	Inventory	Jennifer Bonilla	332-8790	July 18	Th
10	Investments	Christy Anderson	332-8765	July 11	Th
11	Loans/Notes Receivable	Sandra Tisdale	332-8722	July 11	Th
12	Capital Assets	Kirsten Pruett	332-8812	July 25	Th
13	Capital Assets in Progress	Kirsten Pruett	332-8812	July 25	Th
14	Interfund Payables	Chris Floyd	332-8814	August 5	M
15	Unearned Revenue	Ethan Draves	332-8713	August 7	W
16	Accounts and Other Payables	Ethan Draves	332-8713	September 11	W
17	Accounts and Taxes Receivable	Sandra Tisdale	332-8722	August 12	M
18	Grants Receivable	Sandra Tisdale	332-8722	September 11	W
19	Sch of Exp of Federal Awards	Kirsten Pruett	332-8812	August 7	W
20	Independent Audits	Chris Floyd	332-8814	September 27	F
21	Attestation Letter	Jennifer Bonilla	332-8790	September 16	M
22	Subsequent Events	Sandra Tisdale	332-8722	October 17	Th

## FY19 Due Dates

# Prior Year Closing Packages

**Simulation**  
 User ID: JEFFREY SEWARD  
 Agency: 260 Department of Fish and Game



● Form Completion      ● Agency Approval

Previous Years    General Information

Acct System Menu      Applications      Logoff

[Closing Packages 2017](#)      [Closing Packages 2011](#)  
[Closing Packages 2016](#)      [Closing Packages 2010](#)  
[Closing Packages 2015](#)      [Closing Packages 2009](#)  
[Closing Packages 2014](#)      [Closing Packages 2008](#)  
[Closing Packages 2013](#)      [Closing Packages 2007](#)  
[Closing Packages 2012](#)      [Closing Packages 2006](#)

[Back to Main Menu](#)

	Year	System
<a href="#">Select</a>	2018	New Closing Package Application
<a href="#">Select</a>	2017	Old Closing Package Application
<a href="#">Select</a>	2016	Old Closing Package Application
<a href="#">Select</a>	2015	Old Closing Package Application
<a href="#">Select</a>	2014	Old Closing Package Application
<a href="#">Select</a>	2013	Old Closing Package Application
<a href="#">Select</a>	2012	Old Closing Package Application
<a href="#">Select</a>	2011	Old Closing Package Application
12		

[Back To Main Menu](#)

## CAFR FUND CLASSIFICATIONS FY2018

Updated **5/2/18**

Shaded fund number shows funds restricted on Government-wide SNP.

Blue font denotes a fund directly/manually entered into Engagement.

Orange font denotes Restricted by Enabling Legislation

Red font denotes a fund not used in CAFR.

Green font denotes fund that has been end-dated.

**D45 Table**

Fund		Fund Title	Engagement & IBIS			CAFR FUND
			Category	Group	Sub Group	
0374	R	GARVEE Capital Project	G	GC	CPF	Capital Projects
0375	R	GARVEE Debt Service	G	GS	STD	SR-Transportation
0401	A	Seminars And Publications	G	GG	GMF	General-Miscellaneous
0402	R	Laboratory Services	G	GS	SNR	SR-Ag and Natural Resources
0403	C	Loan and Grant Fund	G	GG	GMF	General-Miscellaneous
0408		Rehabilitation Services	G	GS	SMF	SR-Miscellaneous
0410	C	Public Recreation	G	GS	SNR	SR-Ag and Natural Resources
0418		Liquor Control	P	PE	ELQ	Enterprise-Liquor Division
0419		Lottery	N	NE	ELT	CAFR fund 1419
0420		College and University-Enterprise	N	NC	COL	CAFR fund 1200
0421		Correctional Industries Betterment Fund	P	PE	ECI	Enterprise-Correctional Industries
0422		Correctional Industries Farm Fund				DELETE
0424		Worker's Compensation-State Insurance Fund	N	NE	ESI	Not in CAFR
0425		Land And Building Rentals	G	GS	SNR	SR-Ag and Natural Resources
0426	A	Adaptive Aids And Appliances	G	GG	GMF	General-Miscellaneous
0450		Administration And Accounting Services	P	PI	IGS	Internal Service-General Services
0456		Federal Surplus Property	P	PI	IGS	Internal Service-General Services

### Agencies Sorted by Agency Number

9/19/17

Agy	Agency	State	Agy	Agency	State	
194	Division of Human Resources	10	503	Career-Technical Education	40	
195	Office of Species Conservation	10	504	Eastern Idaho Technical College	40	
196	Commission on the Arts	10	511	Lewis-Clark State College	40	
197	Wolf Control Board	60	512	Boise State University	40	
198	Office of Drug Policy	10	513	Idaho State University	40	
199	Office of Energy Resources	60	514	University of Idaho	40	
200	Department of Administration	10	520	Public Broadcasting	40	
210	Department of Agriculture	50	521	Idaho Commission for Libraries	50	
215	Soil & Water Conservation Comm	50	522	Historical Society	50	
220	Department of Commerce	50	523	Vocational Rehabilitation	40	
230	Department of Correction	20	900	Public Utilities Commission	50	
231	Correctional Industries	20	903	Catastrophic Health Care	30	
232	Pardons and Parole Commission	20	905	Independent Living Council	40	
240	Department of Labor	50	951	Health District I (Panhandle)	30	
245	Department of Environmental Quality	60	952	Health District II (North Central)	30	
250	Department of Finance	50	953	Health District III (Southwest)	30	
260	Department of Fish and Game	60	954	Health District IV (Central)	30	
270	Department of Health & Welfare	30	955	Health District V (South Central)	30	
280	Department of Insurance	50	956	Health District VI (Southeastern)	30	
285	Department of Juvenile Corrections	20	957	Health District VII (Eastern)	30	
290	Transportation Department, Idaho	50	960	Idaho State Bar	10	
300	Industrial Commission	50	962	Potato Commission	50	
320	Department of Lands	60	964	Dairy Commission	50	
322	Endowment Fund Investment Board	60	**	966	Wheat Commission	50
330	Idaho State Police	20		968	State Building Authority	10
				969	Fish and Wildlife Foundation	60
	**Failed Funds					
					Receive Audited Financial Statements	
					Not part of CAFR	

# GAAP Indicators

State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

6 Prepaid Expenses

Due Date: 07/10/2018

Agency Code: 260 Name of Agency: Department of Fish and Game

Current Status: Awaiting SCO Release

FY: 2018

FY End Date: 06/30/2018

Instructions

## GAAP INDICATORS

If GAAP Indicators are used when processing transactions in STARS, the GAAP Indicator Report, DAFR0227, can be submitted in lieu of transcribing the information on the closing package.

- GAAP Indicator applicable to the Prepaid Expense Closing Package:
- P - Prepaid Expenses

[Click here for a GAAP Indicator Explanation](#)

- ▶ Allow agencies to “flag” transactions required for the CAFR (on the STARS data entry screen)
- ▶ IBIS query can provide report of transactions
- ▶ DAFR 0227 also provides data

# GAAP Indicators

[Status](#) | [Invoice](#) | [Attachments](#) | [Distribute](#) | [Approval](#) | [Multi Proc](#) | [Reports](#)

**Invoice #**    
**Invoice Date** 02/28/2011   
**Payment Date** 02/28/2011   
**Account #**   
**Vendor** 820521363 00  
 DATABASE MANAGEMENT SERVICES INC  
 3380 AMERICANA TERRACE STE 390  
 BOISE, ID 83706  
 3841311

**Doc #**   
**PO #**    
**Group** BOB

**Status** Cost Distribution in Progress

**Total Amt** \$650.00   
**Inv Desc** DATABASE UPGRADE

**Distributed Amt** \$650.00   
**Comments**

**Template**  \*   
**Template Amt**    

\* Press F3 for Lookup

IC*	R	Ref Doc*	Sfx	BFY	Amt	Mod	Invoice Description	Index*	PCA*	Fund*	Dtl	SecA	Subs	DMI	GAAP	Local
Del	Dup	230		2011	650.00		DATABASE UPGRADE	2544	01020	0001					T	

Perform STARS Lookup   
**Fund Dtl Grant Phs Amount**



# *Closing Packages*

Forms used to provide year-end accrual information to prepare the CAFR

- ▶ Most cover a single area of accounting
- ▶ Generally report June 30 data only
- ▶ Complete only those packages that apply to your agency
- ▶ Keep working papers to support closing packages
- ▶ Submit applicable packages by the due date

State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

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6 Prepaid Expenses

Due Date: 07/10/2018

---

**Agency Code:** 260 **Name of Agency:** Department of Fish and Game

**Current Status:** Awaiting SCO Release

**FY:** 2018

**FY End Date:** 06/30/2018

---

Instructions

State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

6 Prepaid Expenses

Due Date: 07/10/2018

**Agency Code:** 260 **Name of Agency:** Department of Fish and Game

**Current Status:** Draft

**FY:** 2018

**FY End Date:** 06/30/2018

**Fund Information**

**Fund Number:** 0123 **Name of Fund:** test

Current Year Total:   
 Total amount of Prepaid Expenses reported in prior year's closing package:   
 (If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the comment section.)

Recalculate Variance

**Variance:**   
**Difference in %:**   
**Difference in amount:**

Services Description	Expenditure Sub Object	Period of Services	Total Amount Paid	Remaining Prepaid Balance at June 30
test1	3690	2017-218	\$15,000.00	\$10,000.00

Save Draft Send Form to Agency Approval Delete

Attachments Comments View Audit Trail View PDF

---

2 Miscellaneous

---

**Agency Code:** 140 **Name of Agency:** State Controller

**Current Status:** Draft

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3. At 06/30/2018, did your agency have any unresolved "questioned costs" in the amount of \$50,000 or more associated with grant awards? (GASBS 33.26)  Yes  No

*A questioned cost is an expenditure of a grant award that may not comply with grant regulations and may have to be refunded.*

---

2 Miscellaneous

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**Agency Code:** 140 **Name of Agency:** State Controller

**Current Status:** Draft

---

3. At 06/30/2018, did your agency have any unresolved "questioned costs" in the amount of \$50,000 or more associated with grant awards? (GASBS 33.26)  Yes  No

*A questioned cost is an expenditure of a grant award that may not comply with grant regulations and may have to be refunded.*

If YES, describe the nature, amount, and fund, below:

Rate the likelihood these questioned costs will be realized:

Probable  Reasonably Possible  Remote

Estimate the amount, or range of amounts, of the questioned costs:

to

# Review questions

# *Review Question #01*

Every agency must submit:

- a) Every closing package
- b) Only closing packages that the agency meets the threshold
- c) Closing packages that meet the threshold along with closing packages #1 Control Checklist, #2 Miscellaneous, #21 Attestation Letter, & #22 Subsequent Events

## *Review Question #02*

For complete GAAP closing package access, your agency needs to have an originator, approver, IT Manager and Agency Head/Director set up with appropriate permissions.

- a) True
- b) False

## *Review Question #03*

The prior year's reported amounts will auto populate.

True

False

# *01 - Control Checklist*

# *01 - Control Checklist*

Objective: Indicates which closing packages you expect to submit.

- ▶ Questions correspond to the specific closing package numbers
- ▶ Submit closing packages with “Yes” responses by the due date
- ▶ Remember materiality levels
- ▶ Due: Monday, June 3

# 01 - Control Checklist

Answer these questions for the Agency as a whole

**FOR ALL AGENCIES WITH ONLY ONE FUND PLEASE ENTER FUND NUMBER BELOW.**

Primary Fund:

1	Every agency must submit, by <b>June 4</b> , a completed #1 Control Checklist Closing Package for all funds with <u>any</u> transactions during the fiscal year.	
2	Every agency must submit a completed #2 Miscellaneous Closing Package by <b>July 16</b> .  Note: Complete only <b>one</b> Miscellaneous Closing Package for the agency, covering all funds used by the agency.	

5	<p>At June 30, will any <b>fund</b> have any notes, bonds, contracts payable, other long-term liabilities <b>in the amount of \$200,000 or more</b> or short-term debt activity <b>in the amount of \$50,000 or more</b> ?</p> <p>If YES: Submit the completed #5 Long-Term Liabilities and Short-Term Debt Closing Package by <b>July 10</b>.</p> <p style="text-align: center;"><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%;"></th> <th style="width: 30%;">Fund</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Add</td> <td style="text-align: center;">+</td> <td style="background-color: red;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">No Funds have been entered yet.</td> </tr> </tbody> </table>			Fund	Add	+		No Funds have been entered yet.		
		Fund									
Add	+										
No Funds have been entered yet.											

# 01 - Control Checklist

12	Based upon the answers you submit for the Capital Asset Questionnaire (Closing Package #7), you may or may not be required to submit the #12 Capital Asset Closing Package by <b>July 26</b> .	
13	Based upon the answers you submit for the Capital Asset Questionnaire (Closing Package #7), you may or may not be required to submit the #13 Capital Assets in Progress Closing Package by <b>July 26</b> .	
14	At June 30, will <b>any funds</b> have interfund payables to other funds, for <b>individual transactions of plus or minus \$ 5,000 or more</b> ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If YES: Submit the completed #14 Interfund Payables Closing Package (provided by the SCO) by <b>August 6</b> .  <b>Please provide the <u>name and e-mail address</u> of the person responsible for completing this closing package in the following Comments box:</b>		
<div style="border: 1px solid red; width: 300px; height: 20px; margin: 0 auto;"></div>		

# Need to Make a Change?

Did you answer “Yes” or “No” on the Control Checklist?

- ▶ If “Yes” on Control Checklist, send ONLY if you meet threshold
- ▶ If “Yes” on Control Checklist, but do not meet threshold, email us at: [cafr@sco.idaho.gov](mailto:cafr@sco.idaho.gov)
- ▶ If “No” on Control Checklist, but meet threshold, please submit a closing package
- ▶ If “No” on Control Checklist & you have nothing to report, DO NOT submit closing package

## 02 - *Miscellaneous*

- ▶ Objectives:
  - ▶ To gather information that does not warrant a separate closing package.
  - ▶ To compile disclosures for the Notes to the financial statements.
  - ▶ One New Question - Asset Retirement Obligation (ARO).

## 02 - Miscellaneous

- ▶ Litigation
- ▶ Related Party Transactions
- ▶ Commitments
- ▶ Component Units
- ▶ Extraordinary or Special Costs
- ▶ Pollution Remediation
- ▶ Post-Employment Benefits
- ▶ Tax Abatements

# 02 - Miscellaneous

## ▶ Question 30

30A. At June 30, is your agency obligated to take action related to contamination resulting from the normal operation of a tangible capital asset (GASB 83 ¶10a)? The contamination should be a result of something other than pollution remediation covered by GASB 49 (question 14 above).

Yes  No

30B. At June 30, is your agency: Liable for non-contaminating events related to a tangible capital asset such as (GASB 83 ¶10b):

1. An obligation arising at the end of the life of a tangible capital asset based on the use of the asset?

Yes  No

2. Incurring a liability at the end of the tangible capital assets life unrelated to the use of a tangible capital asset?

Yes  No

3. Permanently abandoning a tangible capital asset that had an Asset Retirement Obligation (ARO) before it was placed into operation?

Yes  No

4. Acquiring a tangible capital asset with an existing ARO?

Yes  No

---

30C. Does your agency jointly own a tangible capital asset with another entity, and is your agency a minority owner (<50%) in the ARO?

---

Yes  No

# 02 - Miscellaneous

▶ Due Monday, July 15

## ***06 - Prepaid Expenses***

Expenditures for services that will benefit future periods beyond June 30

Include (but not limited to):

- ▶ Rent
- ▶ Insurance
- ▶ Telephone
- ▶ Maintenance agreements

# 06 - Prepaid Expenses - Prorating Example 1

Multi-year contract (2 years)

Total cost: \$ 810,000

Contract start date: 1 July 2018

Contract end date: 30 June 2020

Prepaid to report in 2019:  
\$405,000

Contract begins/ends at  
start/end of fiscal year

## 06 - Prepaid Expenses - Prorating Example 2

Multi-year contract (27-months)

Contract start date: 1 August 2018

Contract end date: 31 October 2020

Total contract cost: \$810,000

Expensed to date (1 Aug 18 - 30 Jun 19): \$30K per month ( $\$810\text{K}/27$ ) x 11 months (\$330,000)

Remaining 1 Jul 2019- 31 Oct 2020:

Prepaid to Report: \$480,000

**Fund Information**

Fund Number:  Name of Fund:

Current Year Total:   
 Total amount of Prepaid Expenses reported in prior year's closing package:   
 (If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the comment section.)

Variance:  Difference in %:  Difference in amount:

Services Description	Expenditure Sub Object	Period of Services	Total Amount Paid	Remaining Prepaid Balance at June 30
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Prepaid Expenses			<input type="text"/>	<input type="text"/>

# 06 - *Prepaid Expenses*

- ▶ \$50,000 threshold per sub-object, per fund
- ▶ Threshold based on remaining balance
- ▶ Remember to look at prior-year transactions
- ▶ Applies to all funds
- ▶ Due Tuesday, July 9

## 09 - *Inventory*

Objective: Inventory held as of June 30

- ▶ Applies to all funds
- ▶ Supplies/goods purchased & not used by June 30
  - ▶ Merchandise held for sale
  - ▶ Manufacturing supplies & inventory
  - ▶ Harvested crops & livestock
  - ▶ Materials & supplies for agency use

**Fund Information**

Fund Number:  Name of Fund:

Current Year Total:   
Amount reported in Prior Year:

(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the comment section.)

Variance:  Difference in %:  Difference in amount:



Date of physical count:

Did your inventory valuation method change from last year?  Yes  No

Inventory Valuation Method	Description	Expenditure Subobject	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## ***09 - Inventory***

- ▶ \$200,000 threshold per fund
- ▶ Due Thursday, July 18

# 21 - *Attestation Letter*

- ▶ All agencies are required to submit
- ▶ Agency Management provides assurance:
  - ▶ General representations
  - ▶ Internal control structure
    - ▶ Financial management controls
    - ▶ Accounting systems controls
  - ▶ Statement of Compliance
- ▶ Due September 16, 2019

# 21 - Attestation Letter

21 Attestation Letter

Due Date: 09/16/2019

**Agency Code:** 260 **Name of Agency:** Department of Fish and Game

**Current Status:** Draft

**FY:** 2019

**FY End Date:** 06/30/2019

## ATTESTATION LETTER FOR FISCAL YEAR 2019

The Honorable Brandon D Woolf  
State Controller  
700 West State Street  
P.O. Box 83720  
Boise, ID 83720-0011

Agency management is responsible for the accuracy of the financial information submitted to you by our agency for inclusion in the 2019 statewide Comprehensive Annual Financial Report (CAFR). Agency management is also responsible for the effectiveness of the underlying internal control structure used to provide reasonable assurance that accurate accountability will be achieved.

Idaho Code, Section 67-1001(2) mandates the preparation of the CAFR. Agency management is providing this letter to the Office of the State Controller for the 2019 CAFR. The following representations about the information this agency has provided to you for preparation of the fiscal year 2019 CAFR are made to the best of our knowledge and belief.

### GENERAL REPRESENTATIONS

## INTERNAL CONTROL STRUCTURES

The concept of reasonable assurance recognizes that the cost of management control should not exceed the benefits expected to be derived. The expected benefits consist of reductions in the risks of failing to achieve the stated objectives. Estimates and judgments are required to assess the expected benefits and related costs of control procedures. Errors or irregularities may occur and not be detected because of inherent limitations in any system of administrative and financial management control, including those limitations resulting from resource constraints, legislative restrictions, and other factors. **Necessary measures have been taken to assure that the evaluations have been conducted in a thorough and conscientious manner.**

### Financial Management Internal Control Structure

The objective is to provide reasonable assurance that agency management encourages and promotes standards to enhance the following:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring

The objectives of control over financial accounting provide reasonable assurance of the following:

**Financial Accounting Systems Internal Control Structure**

Agency management is responsible for the financial systems' internal control structure and has used a variety of appropriate authoritative reference materials when considering and evaluating internal controls related to the computer environment. Examples include Control Objectives for Information and Related Technology (COBIT) and State and Local Governments - Audit and Accounting Guide, published by the AICPA.

As mentioned under "Internal Control Structures," the concept of reasonable assurance applies. This means that the cost to implement a control should not exceed its benefits, and absolute assurance that risks are controlled is not reasonable. Given the constraints of reasonable assurance, management has a duty to control agency exposure to risk by exercising appropriate due diligence.

Agency management's attestations in this letter encompass the computing environment for the following agency financial systems\*:

**\*Note: Your agency is expected to attest to controls within your own computing environment. List ALL systems used to provide financial information included in the CAFR (e.g., STARS, accounts receivable, licensing, any systems that interface with STARS, etc.). Agencies that use STARS must list STARS as a system.**

	System Title
System 1	
System 2	
System 3	
System 4	
System 5	
System 6	
System 7	
System 8	
System 9	
System 10	
System 11	

<p>STATE OF <b>IDAHO</b> U.S.A.</p> <p>Brandon D Woolf Office of the State Controller</p>	 <p>HOME Logon Help Desks About Us Contact Search</p>	
<p>Accounting Payroll Computer Services Training Public Information Board of Examiners</p> <p>Office of the State Controller 700 W. State St. P.O. Box 83720 Boise, ID 83720-0011 Phone: 208 334-3100</p>	<p>Home &gt;</p> <p><u>Internal Controls</u> Control Checklists and Resources</p>	

[www.sco.idaho.gov](http://www.sco.idaho.gov) → 'Accounting' → 'Internal Controls'

Privacy & Security Accessibility Related Links Access Idaho  
Page last updated on 04/27/2018 11:20:56 AM

## REPORTING AND REVIEW

 <p><b>GAAP Closing Packages</b> Fiscal Year Closing Procedures Manual and Forms based on the Generally Accepted Accounting Practices (GAAP) standard.</p>	 <p><b>Internal Controls</b> Publications and checklists for use when conducting internal control evaluations within State of Idaho agencies.</p>	
 <p><b>Resources</b> Documents from the Division of Statewide Accounting Bureau of Reporting &amp; Review.</p>		

[www.sco.idaho.gov](http://www.sco.idaho.gov) → 'Support' → 'Reporting and Review' → 'Internal Controls'

## Internal Control Resources

The following tools have been provided on this site for your convenience when conducting internal control evaluations within your organizations. Usage of these specific checklists is not mandatory. We encourage all agencies to perform ongoing and periodic evaluations throughout the year.

File Type	Title	Pub. Date	Size
▼ Internal Controls			
▼ Financial Management Controls Checklists			
.....	<a href="#">Accounting System (NASACT)</a>	05/17/2013	315k
.....	<a href="#">Budgets &amp; Planning (NASACT)</a>	05/17/2013	354k
.....	<a href="#">Buy America Act (NASACT)</a>	05/17/2013	234k
.....	<a href="#">Capital Assets (NASACT)</a>	05/17/2013	307k
.....	<a href="#">Cash (NASACT)</a>	05/17/2013	542k
.....	<a href="#">Civil Rights (NASACT)</a>	05/17/2013	193k
.....	<a href="#">Control Environment (NASACT)</a>	05/17/2013	297k
.....	<a href="#">Davis-Bacon Act (NASACT)</a>	05/17/2013	90k
.....	<a href="#">Drug-Free Workplace (NASACT)</a>	05/17/2013	254k
.....	<a href="#">Financial Reporting (NASACT)</a>	05/17/2013	447k
.....	<a href="#">Grant Administration (NASACT)</a>	05/17/2013	1015k
.....	<a href="#">Investments (NASACT)</a>	05/17/2013	282k
.....	<a href="#">Payables (NASACT)</a>	05/17/2013	341k
.....	<a href="#">Personnel &amp; Payroll (NASACT)</a>	05/17/2013	465k
.....	<a href="#">Receivables (NASACT)</a>	05/17/2013	367k
.....	<a href="#">Risk Assessment (NASACT)</a>	05/17/2013	253k
▼ Other Internal Control Evaluation Resources			
.....	<a href="#">AGA Toolkits</a>	05/17/2013	1k
▼ Systems Management Controls Checklists			
.....	<a href="#">Information Systems &amp; Technology (NASACT)</a>	05/17/2013	679k
.....	<a href="#">System Interfaces w/ STARS (NASACT)</a>	05/17/2013	231k

For Questions Please Contact [cafr@sco.idaho.gov](mailto:cafr@sco.idaho.gov)

# 21 - Attestation Letter

## STATEMENT OF COMPLIANCE/ATTESTATION

1. The following were evaluated and completed by June 30, 2018, as mandated by the State Controller (authorized by *Idaho Code* , Section 67-1001 ):

- Financial management internal controls  Yes  No
  
- Financial accounting systems internal controls  Yes  No

**A summary of the evaluation process and the results shall be made available for review by auditors from the Legislative Services Office.**

**Please describe in the Comments box below the method or checklist used for the evaluation and where a copy can be obtained.**

Comments

**Method or Checklist**

# 21 - Attestation Letter

2. The internal control structure evaluation revealed material weaknesses:  Yes  No

**If the evaluation revealed any material weaknesses please discuss the material weaknesses, the plan of action and proposed schedule to correct each weakness in the Comments box below.**

Comments

Material Weaknesses

# 21 - Attestation Letter

Signature(s) Required   Undo Approval   **Sign Form**

## Signatures

Required	Signed By	Signed Date	
Agency Head	Required		Sign
IT Manager	Required		Sign
Fiscal Officer	Required		Sign

Required	Signed By	Signed Date	
Agency Head	Required		Sign
IT Manager	ROBERT ROSS	04/25/2019 2:42PM	UnSign
Fiscal Officer	Required		Sign

# Review Questions

## *Review Question #04*

For CP #2 - Miscellaneous, separate closing packages are required for each fund number.

True

False

## Review Question #05

The Attestation Letter may be submitted by:

- a) Sending a hardcopy to Reporting & Review
- b) Submitting a closing package with the letter attached
- c) Submitting a closing package with electronic signatures
- d) Any of the above

## Review Question #06

The Closing Package #02 - Miscellaneous is used to determine which closing packages the agency will submit.

True

False

## Review Question #07

Prepaid amounts should be prorated:

- a) Never
- b) By year
- c) By month
- d) By day
- e) B, C, or D; whichever is most correct

# *03 and 04 - Leases*

# Looking Ahead - GASB 87, Leases

GASB 87 goes into effect in FY 21 (July 1, 2020)

Will redefine the “lease” definition as a contract that conveys the right to use a non-financial asset for a period of time in an exchange or exchange-like transaction (intangible asset)

What can you do now to prepare for this change?

- Ensure the following elements are in the contracts as you enter into new lease agreements:

- Interest rate

- Break out the lease and non-lease components (i.e. services)

- Bargain purchase options & transfers of ownership

- If your agency intends to take ownership at the end of the lease, consider using the term transfer of ownership rather than bargain purchase option

- Review the implementation guide exposure draft released in February

# Leases - What are they?

- ▶ An agreement
- ▶ Conveying the right to use property, plant, or equipment
  - Land and/or depreciable assets
  - Usually for a stated period of time

Agreements should be written!



# Leases - What Does **not** qualify?

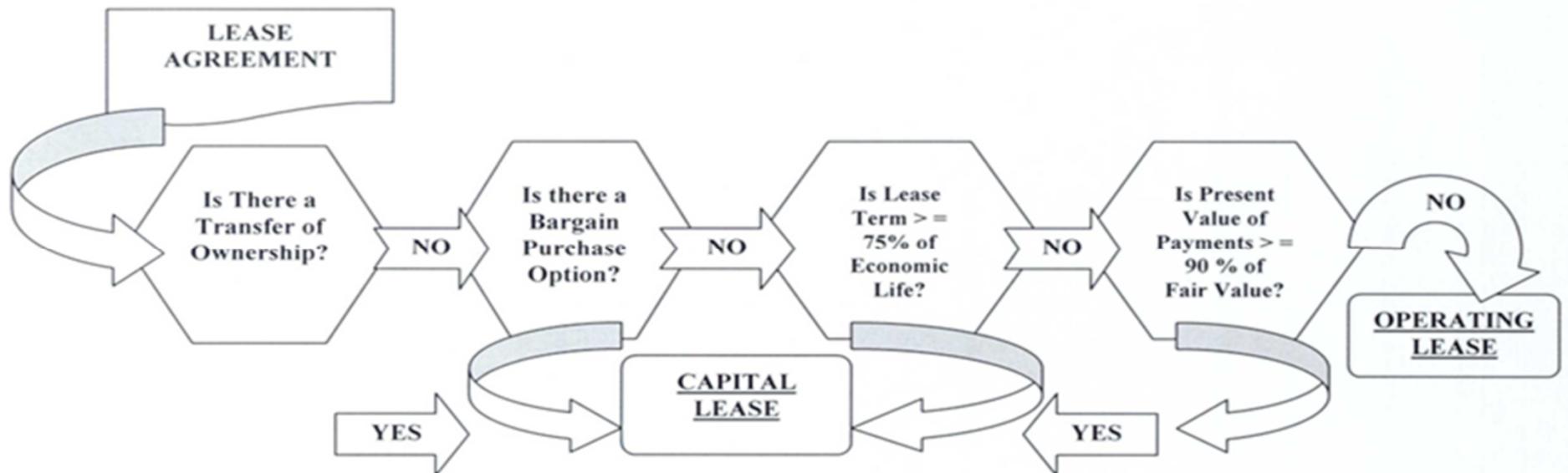
- ▶ Agreements for services that do not transfer the right to use property, plant, or equipment
- ▶ However, agreements that do transfer the right to use property, plant, or equipment meet the definition of a lease even though substantial services by the lessor may be called for in connection with the operation or maintenance of such assets
- ▶ Agreements concerning the rights to explore for or to exploit natural resources such as oil, gas, and minerals.
  - These type of agreements are possibly intangible assets - land use rights.
- ▶ Licensing agreements for items such as patents and copyrights.
  - These type of agreements are possibly intangible assets or investments.

# Lease Classification

- ▶ Lessor standpoint
  - Direct financing
  - Operating
  
- ▶ Lessee standpoint
  - Capital
  - Operating

# Capital Lease Criteria

- ▶ Lease that transfers substantially all of the benefits & risks of property ownership
- ▶ Meets one or more of the following criteria:
  1. Transfer of ownership
  2. Bargain purchase option
  3. Lease term  $\geq$  75% economic life
  4. Present Value of lease payments  $\geq$  90% of fair value



Main Menu

Current Closing Packages

[-] New Closing Package

- 1. Control Checklist
- 2. Miscellaneous

[-] 3. Leases Payable

- 3a. Capital Leases Payable
- 3b. Operating Leases Payable

[-] 4. Leases Receivable

5. Long-Term Liabilities and Short-Term Debt

6. Prepaid Expenses

[-] 7. Capital Asset Questionnaire

[-] 8. Cash

9. Inventory

10. Investments

## Form Completion

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

3 Leases Payable

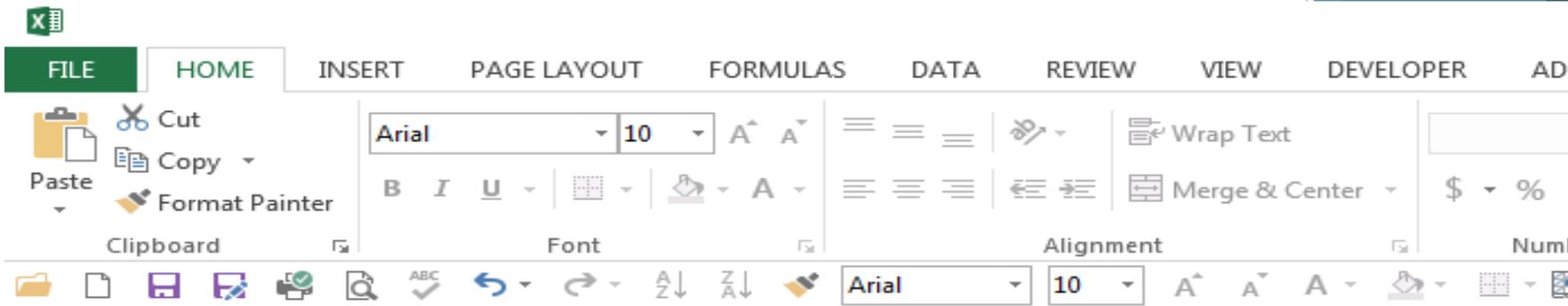
Due Date: 07/08/2019

Agency Code: 260  
Name of Agency: Department of Fish and Game

FY: 2019  
FY End Date: 06/30/2019

Capital Lease - A lease agreement is classified as a capital lease when substantially all of the risks and benefits of ownership are assumed by the lessee. A capital lease is, for the most part, viewed as an installment purchase of property rather than the rental of property. A lease is required to be capitalized if any one of the following four criteria or tests is a characteristic of the lease contract:

- **Transfer of Ownership Test.** The lease transfers ownership of the property to the lessee by the end of the lease.
- **Bargain Purchase Option Test.** The lease contains a bargain purchase option, which is a provision allowing the lessee to purchase the leased property for a price that is significantly lower than the expected fair value of the property at the date the option becomes exercisable.
- **Economic Life Test.** The lease term is equal to 75% or more of the estimated economic life of the leased property. The lease term is generally considered to be the fixed noncancelable term of the lease, unless a bargain renewal option is allowed. Then, the term of the lease may be extended.
- **Recovery of Investment Test.** The present value of the minimum lease payments at the inception of the lease, (excluding executory costs; i.e., insurance, maintenance, and tax expense) equals at least 90% of the fair market value of the leased property.



J20

	A	B	C	D	E	F	G	H	I
1									
2		<b>Enter Values</b>							
3		Number of Total Payments	360	←					
4		Interest Rate	5.75%	←					
5		Payment Amount (enter as a negative because payment is going out; If a portion of your payment is for executory costs such as maintenance or insurance, then exclude that portion from the amount you input	\$ (900.00)	←					
6		Future Value - Leave as 0	0	←					
7		Executory Costs (enter as negative because payment is going out; Input 0 if no part of your payment goes towards executory costs )							
8		Date of First Payment	7/1/2016	←					
9		Number of Payments per year Enter 1 if payment is up front or 0 if payment is at the end of the service period.	12	←					
10			0						
11									

Note: Fair Value of the equipment is \$170,000 (90%=\$153,000)

Present Value  
\$154,222.39

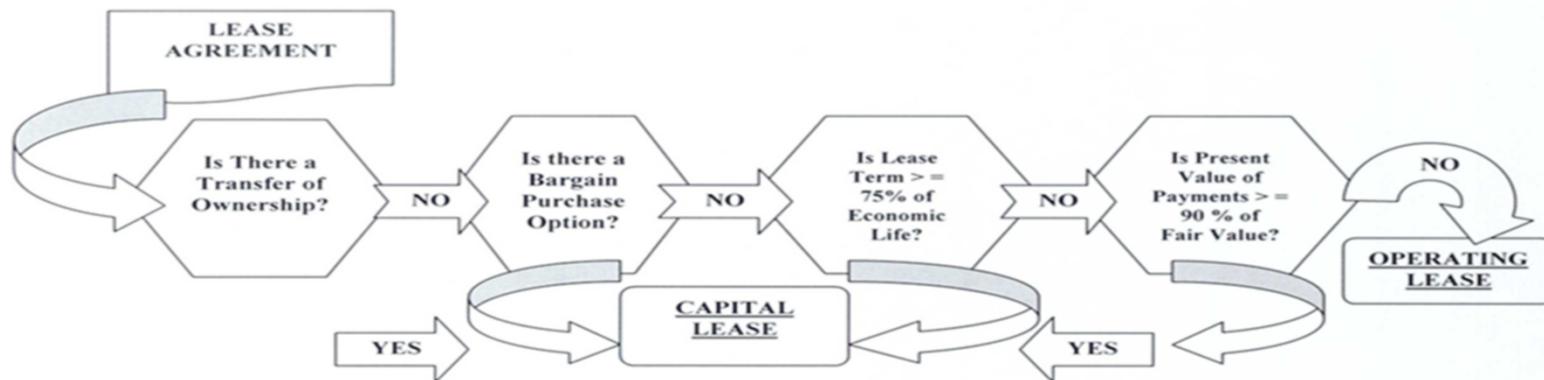
	Date of Payment	Payment #	Maintenance Fee	Payment Amount	Interest	Principal	Balance
13	7/1/2016	1	\$ -	\$ 900.00	\$ 738.98	\$ 161.02	\$154,061.37
14	8/1/2016	2	\$ -	\$ 900.00	\$ 738.21	\$ 161.79	\$153,899.58
15	9/1/2016	3	\$ -	\$ 900.00	\$ 737.44	\$ 162.56	\$153,737.02
16	10/1/2016	4	\$ -	\$ 900.00	\$ 736.66	\$ 163.34	\$153,573.67
17	11/1/2016	5	\$ -	\$ 900.00	\$ 735.87	\$ 164.13	\$153,409.55
18	12/1/2016	6	\$ -	\$ 900.00	\$ 735.09	\$ 164.91	\$153,244.64
19	1/1/2017	7	\$ -	\$ 900.00	\$ 734.30	\$ 165.70	\$153,078.93
20	2/1/2017	8	\$ -	\$ 900.00	\$ 733.50	\$ 166.50	\$152,912.44

# Direct Financing Leases Additional Requirements

- ▶ Must meet one of the four capital lease criteria & **both** of the following criteria:
  - Collectability of the minimum lease payments is reasonably predictable
  - Important uncertainties does not exist concerning the amount of non-reimbursable costs yet to be incurred by the lessor under the lease
    - ▶ Estimating executory costs does not constitute an important uncertainty

# Operating Lease Criteria

- ▶ Lessee - Does not meet one of the four capital lease criteria
- ▶ Lessor - Does not meet one of the four capital lease criteria or one of the two additional criteria for a direct financing lease



# Leases Closing Packages

## Leases Payable

- ▶ 03a Capital Leases Payable
  - \$5,000 threshold per lease (total payments over lease term)
- ▶ 03b Operating Leases Payable
  - ▶ \$50,000 threshold per lease (total payments over lease term)

## Leases Receivable

- \$10,000 threshold per lease (total payments receivable over the lease term)
- ▶ 04a Operating Leases Receivable
- ▶ 04b Capital (Direct Financing) Leases Receivable

## 03a Capital Leases Payable

- ▶ The State must record assets & liabilities in the CAFR
- ▶ The State must disclose future payments less interest amount

Agency Code: 260 Name of Agency: Department of Fish and Game

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

For all leases NOT reported in the prior year's closing package, please attach a copy of the lease agreement and amortization (payment) schedule along with the New Capital Lease Questionnaire. If the amortization schedule has changed, please attach a new schedule with the reason for the change using the Comments feature below.

	Lease 1	Lease 2	Lease 3
(1) Name of lessor	<input type="text"/>	<input type="text"/>	<input type="text"/>
(2) Description of the leased asset	<input type="text"/>	<input type="text"/>	<input type="text"/>
(3) FAS property number(s) or NIF	<input type="text"/>	<input type="text"/>	<input type="text"/>
(4) Lease term	<input type="text"/>	<input type="text"/>	<input type="text"/>
(5) # Payments remaining at 06/30/2019	<input type="text"/>	<input type="text"/>	<input type="text"/>
(6) Total interest paid for the fiscal year	<input type="text"/>	<input type="text"/>	<input type="text"/>
(7) Fund number	<input type="text"/>	<input type="text"/>	<input type="text"/>
(8) Expenditure subobject used for interest portion	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Draft Approve Delete

Attachments

Comments View Audit Trail View PDF

## COMPLETING THE 3a CAPITAL LEASES PAYABLE CLOSING PACKAGE

If your agency has multiple assets under a single capital lease contract, disclose the lease if the lesser of the present value of the minimum lease payments or the fair value of the leased property is \$5,000 or more.

Please attach a copy of the lease agreement and amortization (payment) schedule for all leases not reported in the prior year's closing package or if any changes have been made to the schedule. Please include the reason for the change using the Comments feature.

Also fill out and attach the [New Capital Lease Questionnaire](#) for new capital leases being reported.

Do not report leases with other state agencies or the Idaho State Building Authority (a blended component unit). Do report leases with discrete component units, such as the foundations of the colleges and universities.

Terms in the instructions below that are **bold** have been included in the Definitions section above. A good understanding of the meaning of those terms is very important for purposes of this closing package.

1. Enter the name of the **lessor** .
2. Provide a description of each leased asset.
3. If the leased assets were entered into the State's Fixed Asset System (FAS), enter the FAS property numbers (including component numbers). If the leased assets were not entered into FAS, enter NIF (for Not in FAS).
4. Enter the **lease term** (mm/dd/yyyy – mm/dd/yyyy).
5. Enter the number of remaining lease payments as of June 30.
6. Enter the amount of total interest paid for the fiscal year.
7. Enter the fund number from which payments are made.

### New Capital Lease Questionnaire

1	Criterion met requiring lease to be classified as a capital lease: 1) the lease transfers ownership of the property to the lessee by the end of the lease term, 2) the lease contains a bargain purchase option, 3) the lease term is equal to 75 percent or more of the estimated economic life of the leased property, or 4) the present value at the beginning of the lease term of minimum lease payments equals or exceeds 90 percent of the fair value of the leased property at the inception of the lease	
2	If capital lease because of criterion 1 or 2, what is the estimated useful life of the asset(s)? Do not answer if capital lease because of criterion 3 or 4.	
3	Name of lessor	
4	Description of the leased asset	
5	FAS property number or NIF (Not in FAS)	
6	Major class(es) of capital assets: 1) land, 2) buildings and improvements to buildings, 3) improvements other than buildings, 4) machinery, equipment, and other	
7	Inception date (mm/dd/yyyy)	
8	Fair value of the property to the lessor at the inception of the lease	
9	Lease term (mm/dd/yyyy - mm/dd/yyyy)	
10	Date agency took possession of asset(s)	
11	Payment frequency: 1) monthly, 2) quarterly, 3) annually, 4) bi-annually, 5) other (identify)	
12	Payments made 1) beginning of periods, 2) end of periods, or 3) other than beginning or end (irregular)	
13	Total # payments at beginning of the lease	
14	Annual interest rate	
15	Fixed or varied payments	
16	If fixed payments, fixed payment amount	
17	Portion of each payment attributed to executory lease costs	
18	Down payment	
19	Bargain purchase price, if agreement contains a bargain purchase option	
20	Bargain date, if agreement contains a bargain purchase option	
21	Guaranteed residual value	
22	Fund number	
23	Subobject to be used for interest portion	
24	Subobject to be used for principal portion	
25	Is the lease a sale-leaseback transaction?	

## 03b Operating Leases Payable

- ▶ The State must disclose lease obligations for land and/or depreciable property
- ▶ ONLY REPORT WHAT IS UNDER CONTRACT
- ▶ DO NOT project out further!!
- ▶ \$50,000 threshold per lease

3B Operating Leases Payable

Due Date: 07/08/2019

**Agency Code:** 260 **Name of Agency:** Department of Fish and Game

**Current Status:** Temporary

**FY:** 2019

**FY End Date:** 06/30/2019

**Fund Number(s):**

If your agency has multiple operating leases, combine information regarding operating leases for all governmental funds on one form and operating leases for all proprietary funds on a second form, rather than submitting an individual form for each fund.

**Total Operating Lease Expenditures Reported in Prior Year's Closing Package :**  {Prior year's Total (operating lease expenditures) Question 1d}

**FAS Property Number (including component number) or NIF:**

**1. All operating leases with nonstate entities in effect during the fiscal year that meet the \$50,000 threshold:**

Report the total rental expenditures for all operating leases with **nonstate entities** for the current fiscal year being reported. Rental payments under leases with terms of one month or less that were not renewed need not be included.

A) Minimum rentals

B) Add: Contingent rentals

C) Less: Sublease rentals

D) Total (operating lease expenditures)

# 04a Operating Leases Receivable

The State must disclose:

- ▶ future payments to be received
- ▶ costs & accumulated depreciation on leased assets



## 04b Direct Financing Leases Receivable

The State must record:

- ▶ the gross investment in the lease
- ▶ the difference between the gross investment in the lease & the cost of the leased property as unearned income

The State must disclose:

- ▶ the components of the net investment in the lease
- ▶ future minimum lease payments to be received

# 03, 04 - Leases

▶ Due Monday, July 8

# Review Questions

## Review Question #08

A capital lease must meet which of these criteria?

- a) Lease term
- b) Bargain purchase option
- c) Transfer of ownership
- d) One of the above
- e) All of the above



# Capital Assets



# Intra-Entity Sales & Transfers of Capital Assets

- ▶ Includes:
  - Transfer or sale between agencies
  - Construction In Progress (CIP) projects completed by (Division of Public Works) DPW
  - Buildings conveyed by Idaho State Building Authority
- ▶ See FAS Manual for updated transfer instructions

# Intra-Entity Sales & Transfers of Capital Assets

- ▶ Information needed if one or both are NOT on FAS:
  - Name of the other agency
  - Original cost
  - Original in-service date
- ▶ Both agencies on FAS:
  - Original useful life
  - Total depreciation
  - Total book value
  - Must add back to FAS the same way as was previously recorded in FAS

# DAFR 0182 & DAFR 0168

- ▶ FAS reports by fund & asset class.
- ▶ Reports include all capitalized assets having a value of \$5,000 or more that are managed and maintained by the State.
- ▶ These assets are posted to the STARS General Ledger accounts.



# Capital Assets Memo

- ▶ Memorandum e-mailed in **July** once DAFR0168 is available to view online (approx. **July 17**).
- ▶ FAS agencies must review their DAFR0168 **PRIOR** complete the Capital Asset Questionnaire.

# Important FAS Transactions Dates

- ▶ **May 1 to June 27** - Monitor the FAS Hold File closely
- ▶ **June 24** - Recommended last day to request FAS FY18 corrections or changes (i.e., inactivates)
- ▶ **June 24** - Transactions released from the Hold File may not process completely past this date
  - However, keep working the FAS Hold File until the close of business on June 29
- ▶ **June 28** - All FY19 FAS Hold File transactions should be processed by this date

# Capital Assets Reconciliation Process for FYE

- ▶ Reconcile FY19 DAFR0168 beginning balances with FY18 ending balances as reported
- ▶ Review the increase & decrease columns on the DAFR0168 for accuracy

# *07- Capital Assets Questionnaire*

# Changes for FY19

- ▶ The System knows if you are on FAS or not
- ▶ Based on your responses to the control checklist question 7, the appropriate form will indicate that it is require

7	<p>At June 30, will the <b>agency</b> have any tangible assets with an individual historical cost (or donated value) of <b>\$5,000 or more</b>, <b>OR</b> any intangible assets with an individual historical cost (or donated value) of <b>\$200,000 or more</b> ?</p> <p>If YES: Submit the completed #7 Capital Asset Questionnaire by <b>July 23</b>.</p> <p style="text-align: center;"> <input checked="" type="radio"/> Yes   <input type="radio"/> No         </p>
---	--

## Form Completion

260 Department of Fish and Game

Only Created Forms

Status:

	Form Name	Fund	Required	Form Status	Submit Date
<a href="#">Select</a>	7a Capital Asset - FAS		✓	Draft	
	7b Capital Asset - NON FAS		✗		
<a href="#">Select</a>	0 - Cash of 1000	1001	✗	Draft	01/09/2019

# 07 Capital Assets Questionnaire

- Must complete if agency capital assets are  $\geq$  \$5,000 individually
- Two separate questionnaires
  - 7a - FAS
  - 7b - Non-FAS
- Questionnaire will direct to the appropriate capital asset closing package (12a, 12b, 12c, 12d, & 13)
- FAS agencies - Submit after DAFR 0168 is available

**\*Due Monday, July 22\***

# 07a Capital Asset Questionnaire

## For FAS Agencies

3. If your answer to one or both of the following questions is "yes" please mark "Yes."

- a. Did your agency receive (via donation or gift) or purchase assets from another fund or state agency (excluding Department of Administration, Division of Public Works projects) during the fiscal year that was over the \$5,000 threshold for capital assets?  Yes  No
- b. Did your agency give (via donation or gift) or sell assets to another fund or state agency during the fiscal year that was over the \$5,000 threshold for capital assets?

Yes to a. – Please provide the following information about each transaction using the Comments feature below for this package:

1. Name of the other state agency
2. FAS Property number of the asset
3. FAS TC used

Yes to b. – Please provide the following information about each transaction using the Comments feature below for this package:

1. Name of the other state agency
2. FAS Property number of the asset
3. FAS TC used

# 07a Capital Asset Questionnaire

## For FAS Agencies

6. Did your agency receive a Project Completion Statement from the Department of Administration, Division of Public Works (DPW) during the fiscal year?

Yes  No

Yes – Attach a copy of the Project Completion Statement spreadsheet provided by the Department of Administration, DPW. Make all of the following additions to the spreadsheet next to each project:

1. Identify whether or not your agency recorded the transfer in of a capital asset for the completed project.
2. If your agency recorded the transfer in of a capital asset, identify the FAS property number and FAS TC used.
3. If your agency treated the project differently than DPW explain your reasons for doing so. Examples of different treatment are:
  - a. DPW designated the project CIP because they determined the project would be a capital asset upon completion, but your agency decided not to capitalize the project
  - b. DPW expensed the project but your agency decided to capitalize the project

If your agency did not record all completed DPW projects in FAS that your agency wanted to capitalize before the fiscal year end and those omissions cause your DAFR0168 to not be correct within +/- \$50,000 for your agency as a whole, please make sure that you answered “No” to question #1 above.

**Attach DPW Project Completion Statement & additional info per project**

# 07b Capital Asset Questionnaire

## For Non-FAS Agencies

4. Did your agency receive a Project Completion Statement from the Department of Administration, Division of Public Works (DPW) during the fiscal year?

Yes  No

Yes – Attach a copy of the Project Completion Statement spreadsheet provided by the Department of Administration, DPW. Make all of the following additions to the spreadsheet next to each project:

1. Identify whether or not your agency capitalized the project.
2. If your agency treated the project differently than DPW explain your reasons for doing so.  
Examples of different treatment are:
  - a. DPW designated the project CIP because they determined the project would be a capital asset upon completion but your agency decided not to capitalize the project
  - b. DPW expensed the project but your agency decided to capitalize the project

**Attach DPW Project Completion Statement & additional info per project**

# Project Completion Report - Sample

## FY2018 Project Completion Report

<u>Project No.</u>	<u>Project Title</u>	<u>Agency Name</u>	<u>Agency Contact</u>	<u>CIP</u>	<u>Date Closed</u>	<u>Total Expenditures</u>
2017006	ADM: FIRE ALARM & NOTIFICATION, IFSOB	ADMINISTRATION, DEPT OF	Keith Reynolds	N	18-Oct-17	\$64,068.46
2017007	ADM: FIRE ALARM & NOTIFICATION, LSOB	ADMINISTRATION, DEPT OF	Keith Reynolds	N	18-Oct-17	\$94,841.68
2016006	ADM: HVAC COOLING TOWERS, CAPITOL MALL	ADMINISTRATION, DEPT OF	Keith Reynolds	Y	5-Sep-17	\$978,192.00
2017901	ADM:ASBESTOS ABATEMENT PROJECT, CAP MALL	ADMINISTRATION, DEPT OF	Keith Reynolds	N	14-Jul-17	\$5,734.08
2017902	ADM:ASBESTOS TESTING ACCOUNT	ADMINISTRATION, DEPT OF	Keith Reynolds	N	14-Jul-17	\$1,570.79
2014007	ADM:BASEMENT AIR HANDLER, SUPREME CRT BL	ADMINISTRATION, DEPT OF	Keith Reynolds	N	12-Jul-17	\$1,457,271.64
2017030	AGRI: REBUILD MAIN PARKING LOT	AGRICULTURE, DEPT OF	Brian Oakey	N	22-Feb-18	\$244,892.99
2016204	BSU: ADA ACCESS IMPROVEMENT, CAMPUS WIDE	BOISE STATE UNIVERSITY	Pat Shelton	N	1-Feb-18	\$75,000.00
2016206	BSU: ALBERTSONS STADIUM CONCRETE REPAIRS	BOISE STATE UNIVERSITY	Pat Shelton	N	12-Jul-17	\$664,654.00
2017915	BSU: ASB & LD SRVY, EUCLID, BELMONT	BOISE STATE UNIVERSITY	Pat Shelton	N	11-Jul-17	\$6,005.00
2016904	BSU: ASBESTOS ABATEMENT, ACCS BLDG	BOISE STATE UNIVERSITY	Pat Shelton	N	12-Jul-17	\$2,064.47
2017909	BSU: ASBESTOS SURVEY, CULINARY ARTS	BOISE STATE UNIVERSITY	Pat Shelton	N	11-Jul-17	\$4,585.00
2014193	BSU: ELEVATOR IMPROVEMENTS, SCIENCE BLDG	BOISE STATE UNIVERSITY	Pat Shelton	N	22-Sep-17	\$898,892.13
2016200	BSU: POOL PLMBG/FILTRATN CTRLS, BLDG 37	BOISE STATE UNIVERSITY	Pat Shelton	N	16-Aug-17	\$44,053.00

# FY19 changes for 7a and 7b

## FAS Agency

**FOR ALL AGENCIES WITH ONLY ONE FUND PLEASE ENTER FUND NUMBER BELOW.**

Primary Fund:

1	<p>For your agency as a whole, is the FYE DAFR0168 within +/- \$50,000 of capturing all capital assets? Verify both the beginning balance on the DAFR0168 compared to the prior fiscal year's reported ending balance and the reporting fiscal year's ending balance compared to internal inventories of capital assets.</p> <p><b>Note:</b> Assets that your agency is leasing (capital or operating leases) should not appear on the DAFR0168 as capital assets. The value of any leased assets appearing on your agency's DAFR0168 needs to be considered when determining if the DAFR0168 is within +/- \$50,000 of being correct.</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>No – Complete the 12a Capital Assets and 12b Capital Assets Depreciation and Amortization closing packages. List the fund number(s) for which you will be submitting 12a and 12b closing packages.</p>			Fund
			Add	<input type="text"/>
		Delete	0050	

## Non-FAS Agency

Primary Fund:

1	<p>Please list the funds your agency will be submitting for closing packages 12a Capital Assets and 12b Capital Assets Depreciation and Amortization?</p>			Fund
			Add	<input type="text"/>
		Delete	0001	

# 07- Capital Asset Questionnaire

▶ Due Monday, July 22

# *12- Capital Assets*

# 12 Capital Assets

- ▶ The State must report its net capital assets on the financial statements
- ▶ The State must disclose capital assets by major asset class

# Capital Assets Closing Packages

- ▶ 12a Capital Assets
  - Reporting threshold
    - \$5,000 per tangible capital asset
    - \$200,000 per intangible capital asset
- ▶ 12b - Depreciation & Amortization
  - Should accompany CP 12a
- ▶ 12c - Noncapitalized Collections of Art, Historical Treasures, & etc.
- ▶ 12d - Disposals

**\*All Due Thursday, July 25\***

Agency Code: 140 Name of Agency: State Controller

Current Status: Temporary

**Fund Information**

Fund Number:

Name of Fund:

Property Class	Beginning Balance	Adj. to Beg. Bal. (Prior Year)	Current Fiscal Year Increases or Additions (Do not net with decreases/disposals)	Current Fiscal Year Decreases or Disposals (Do not net with increases/additions)	Current Fiscal Year Ending Balance
Land and Land Use Rights, Nondepreciable / Nonamortizable					
Land Use Rights, Amortizable					

# Intangible Assets

## COMPLETING THE 12a CAPITAL ASSETS Closing Package Form

1. Complete the header information.
2. Verify amounts by comparing the DAFR0168 beginning balance and the prior-year closing package ending balance.
3. The **beginning balance** should equal last year's ending balance.
4. If the beginning balance is different than what you need to report, enter the difference in the **adjustment to beginning balance** column. The adjustment to beginning balance column is for *prior year* transactions that have not processed in FAS. **DO NOT INCLUDE FY 18 INCREASES/DECREASES IN THIS COLUMN.** Any amounts in this column need to be explained in detail either using the Comments feature or in an attached document; include information such as the purchase/disposal amount, date of purchase/disposal, and useful life. Very detailed records need to be kept at the agency level to support any changes.
5. Enter the amount of **current fiscal year increases or additions** per asset category. If any increases are due to assets completed by DPW, list the DPW project number using the Comments feature. (Do not net with decreases or disposals.)
6. Enter the amount of **current fiscal year decreases or disposals** per asset category. (Do not net with increases or additions.)
7. Enter the **current fiscal year ending balance**, which is the sum of beginning balances plus/minus adjustments to beginning balances, plus increases, less decreases.
8. If reporting any intangible assets on this form, please fill out and attach the [Intangibles](#) spreadsheet.
9. If any new assets were transfers or purchases of assets from another fund, state agency, or discretely presented component unit, please provide the following information about the transaction using the Comments feature:
  - The transferring fund number, name of the other state agency, or the name of the discretely presented component unit
  - The property class
  - The historical cost of the asset
  - The total accumulated depreciation
  - The book value
  - Any payment made to the other fund, state agency, or discretely presented component unit to acquire the asset

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12B Capital Assets - Depreciation and Amortization

Due Date: 07/25/2019

**Agency Code:** 260    **Name of Agency:** Department of Fish and Game

**Current Status:** Temporary

**FY:** 2019

**FY End Date:** 06/30/2019

**Fund Information**

Fund Number:     Name of Fund:

Property Class	Beginning A/D Balance	Adjustment to A/D Balance (Prior Year)	Current Fiscal Year Increases/ Deprec. Exp	Current Fiscal Year Decreases or Disposals	Current Fiscal Year Ending A/D Balance
Accum Amortization of Land Use Rights	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accum Depreciation Buildings and Building Improvements	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accum Depreciation Improvements Other Than Buildings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accum Depreciation Machinery, Equip, and Other Capital Assets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Explain differences or changes to beginning balance and/or DPW Projects numbers using the Comments feature below.**  
(For help with attaching documentation, please refer to the [Submission Instructions](#))

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12D Capital Assets - Disposals

Due Date: 07/25/2019

**Agency Code:** 260    **Name of Agency:** Department of Fish and Game

**Current Status:** Temporary

**FY:** 2019

**FY End Date:** 06/30/2019

**Fund Information**

Fund Number:     Name of Fund:

Property Class	Historical Cost of Asset (HC)	Total Accumulated Depreciation (A/D)	Book Value (BV) HC - A/D = BV	Proceeds Received upon Disposal	Gain (Do Not Net)	Loss (Do Not Net)
<b>Land and Land Use Rights, Nondepreciable/Nonamortizable</b>						
(Disposals w/ Gain)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Disposals w/ Loss)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Disposals w/NO Gain or Loss)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Land Use Rights, Amortizable</b>						

## 12d Capital Assets - Disposals

Property Class	Historical Cost of Asset (HC)	Total Accumulated Depreciation (A/D)	Book Value (BV) HC - A/D = BV	Proceeds Received upon Disposal	Gain (Do Not Net)	Loss (Do Not Net)
<b>Buildings and Building Improvements</b>						
(Disposals w/ Gain)	\$10,000.00	\$7,000.00	\$3,000.00	\$5,000.00	\$2,000.00	
(Disposals w/ Loss)	\$10,000.00	\$7,000.00	\$3,000.00	\$0.00		\$3,000.00
(Disposals w/NO Gain or Loss)	\$10,000.00	\$10,000.00	\$0.00	\$0.00		

- ▶ Not required to report as per individual asset
- ▶ Combine assets per:
  - Gain, Loss, or NO Gain/Loss categories, &
  - Same asset class

# *13- Capital Assets in Progress*

# 13 Capital Assets in Progress

- ▶ Includes:
  - Construction in Progress (CIP)
    - Report if CIP is  $\geq$ \$50,000 for your agency as a whole & the final cost of each completed asset will be  $\geq$ \$5,000
  - Intangible Assets in Development;
    - Report if the final cost of the completed asset will be  $\geq$ \$200,000
- ▶ CIP equals the total costs of assets which are self-constructed/developed & will qualify as a capital asset up on completion
- ▶ Also includes all ancillary costs

**Agency Code:** 260 **Name of Agency:** Department of Fish and Game

**Current Status:** Temporary

**FY:** 2019

**FY End Date:** 06/30/2019

**Do not complete this closing package until after year-end close in mid-July.**

Complete this closing package if:

1. Costs incurred for CIP are \$50,000 or more for your agency as a whole. Each individual CIP project included should be valued at \$5,000 or more and the estimated useful life will be greater than one year.
2. Your agency reported non-DPW construction with an ending balance in FY17.
3. Your agency anticipates the total cost of developing an intangible asset will meet or exceed the \$200,000 threshold for capitalization and the estimated useful life will be greater than one year. Do not include intangible assets that are created primarily for the purpose of directly obtaining income or profit (please see Investments closing package).

This closing package includes tangible asset construction in progress (CIP) projects ( **NOT handled by Department of Administration - Public Works** ) and intangible assets in development projects that your agency expects will result in reportable capital assets when the projects are complete.

Instructions

**Fund Information**

Fund Number:  Name of Fund:

Fiscal year 2019 Construction/Development expenses incurred - Please split expenses according to the Expenditure Subobjects used to pay them.

Beginning Balance Capital Assets in Progress	Adjustment to Beginning Balance (Prior Year)	Capital Outlay (Exp Subobject Series 6000)	Operating Expenses (Exp Subobject Series 5000)	Personnel Costs (Exp Subobject Series 4000) for Internally	Project Completed in Fiscal Year 2018 and Reclassified as a Capital Asset	Ending Balance Capital Assets in Progress	Projected Remaining Costs to Complete Project

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**\*Due Thursday, July 25\***

# 12 Capital Assets 13 Capital Assets in Progress

▶ Due Thursday, July 25

# Review Questions

## Review Question #09

Closing package 07a - Capital Assets  
Questionnaire should be submitted:

- a) After DAFR0168 is reviewed and reconciled
- b) As soon as possible
- c) With other capital assets closing packages
- d) Both a & c

## Review Question #10

If you use a prior year Transaction Code to add an asset after the FYE closes in July or August, you do not need to report the asset on a Closing Package #12a - Capital Asset Summary Form.

- a) True
- b) False

## Review Question #11

How should you record assets transferred-in?

- a) At book value on the transaction date.
- b) At FMV
- c) When you feel that the asset is “in use”
- d) The same as how the asset was transferred-out

# ***08 - Cash***



# 08 - Cash

## Main Menu

### Current Closing Packages

#### New Closing Package

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2. Miscellaneous
3. Leases Payable
4. Leases Receivable
5. Long-Term Liabilities and Short-Term Debt
6. Prepaid Expenses
7. Capital Asset Questionnaire
- 8. Cash**
  - 8a. Cash GL 1003
  - 8b. Deposits in Outside Bank Accounts GL 1002
9. Inventory
10. Investments
11. Loans and Notes Receivable
12. Capital Assets
13. Capital Assets In Progress
14. Interfund Payables
15. Unearned Revenue
16. Accounts Payable
17. Accounts Receivable
18. Grants Receivable
19. Schedule of Expenditures of Federal Awards
21. Attachment Letter

8 Cash

Due Date: 07/18/2019

Agency Code: 260 Name of Agency: Department of Fish and Game

FY: 2019

FY End Date: 06/30/2019

Complete Form 8a - Cash, if cash on hand at June 30 is \$50,000 or more per fund.

Complete Form 8b - Deposits in Outside Bank Accounts, if cash in outside bank accounts at June 30 is \$50,000 or more per fund.

#### PURPOSE

The purpose of this closing package is to gather information regarding undeposited cash, cash in outside bank accounts, and any petty cash not originating from the rotary fund. This information will be used to prepare the State's Comprehensive Annual Financial Report (CAFR).

#### ACCOUNTING PRINCIPLES AND POLICIES

The State prepares financial statements in accordance with Generally Accepted Accounting Principles (GAAP). GAAP requires the State's balance sheet to show the amount of cash under the State's control at midnight on June 30. Governmental Accounting Standards Board (GASB) Statements No. 3 and 40 provide guidance for disclosures by governmental entities about deposits with financial institutions.

The State Treasurer's Office (Treasurer) will provide data to the Office of the State Controller (SCO) regarding balances accounted for by the Treasurer's Office. **Agencies will provide data regarding outside bank accounts at June 30, and cash on hand that has not been posted to STARS by the last day of the fiscal year.**

#### GAAP INDICATORS

##### GAAP indicators applicable to the Cash Closing Package:

- A - Receipt of Account Receivable Payment (whether or not the receivable is in STARS)
- B - Receipt of an Interfund Due From Payment
- C - Receipt of Unearned Revenue
- D - Receipt of Revenue
- E - Receipt of a Deposit
- F - Receipt of Undistributed Amounts (Suspense)
- G - Receipt of an Other Cash Item

[Click here for a GAAP Indicator Explanation](#)

Note: Cash does not include investments. Report investments on Closing Package #10.

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# 08 - Cash

Hyperlinks to cash forms are located in the left menu link.

**Main Menu**  
**Current Closing Packages**

**New Closing Package**

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16. Accounts Payable
17. Accounts Receivable

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8 Cash

Agency Code: 260 Name of Agency: Department of Fish and Game

**COMPLETING THE FORM 8a - CASH**

**Only complete this form if amount of cash on hand at June 30 is \$50,000 or more per fund.**

1. Enter the fund number and name.
2. Enter the current year total and the total amount reported in the prior year. If amount reported in prior year differs from the current year, enter the reason for the variance in a comment using the comments feature near the bottom of the screen.
3. Enter the date the cash was received.
4. Enter the STARS transaction code used to record the receipt of cash.
5. Enter the revenue/expenditure subobject used to record cash received by June 30, but deposited after June 30.
6. Enter the amount of cash received by June 30, but deposited after June 30. The total will sum automatically.
7. Enter the amount of cash received and deposited by June 30, but posted by the bank after June 30.
8. Enter the amount of cash that was restricted, if applicable.

**COMPLETING THE FORM 8b - Deposits in Outside Bank Accounts**

**Only complete this form if bank balance at June 30 is \$50,000 or more per fund.**

1. Enter the fund number and name.
2. Enter the current year total and the total amount reported in the prior year. If amount reported in prior year differs from current year, enter the reason for the variance by creating a comment using the comments feature near the bottom of the screen.
3. Enter the name of the financial institution.
4. Enter the bank account number.
5. Enter the U.S. dollar amount of any deposit denominated in foreign currency. Provide the type of foreign currency in a comment using the comments feature near the bottom of the screen.
6. Enter the revenue subobject used to record transactions reflected in the June 30 book balance.
7. Enter the bank balance as of the fiscal year ended June 30 for the account.
8. Enter the book balance as of the fiscal year ended June 30 for the account.
9. Enter the amount of the balance that was restricted at June 30, if applicable.

# 08a- Cash

**Complete if cash on hand at June 30 is \$50,000 or more per fund.**

cash on hand includes:

- ▶ Cash received, but not deposited with the Treasurer's office by 10:30 a.m. on June 30
- ▶ Balances in petty cash & change funds on hand at June 30
- ▶ Cash on hand not originating from the rotary fund
- ▶ Cash held for others as a trustee or an agent
- ▶ Cash received & deposited at the bank by June 30, but posted by the bank after June 30.



# 8a - Cash

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

8A Cash GL 1003

Due Date: 07/18/2019

Agency Code: 260 Name of Agency: Department of Fish and Game

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

## Fund Information

Fund Number:

Name of Fund:

Current Year Total:

Total Amount Reported in Prior Year:

(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the comments feature below.)

Recalculate Variance

Variance:

Difference in %:

Difference in amount:

Date of Receipt	STARS Transaction Code	Revenue Sub Object	Amount	Amount of Restricted Cash at June 30
		TOTAL:		

Save Draft

Approve

Delete

Attachments

Comments

View Audit Trail

View PDF

# Comments Feature

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

8A Cash GL 1003

Due Date: 07/18/2019

Agency Code: 260 Name of Agency: Department of Fish and Game

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

Current Year Total:

\$600,000.00

Total Amount Reported in Prior Year:

\$10,000.00

(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the comments feature below.)

Recalculate Variance

Variance:

Yes

Difference in %:

5900.00

Difference in amount:

\$590,000.00

Date of Receipt	STARS Transaction Code	Revenue Sub Object	Amount	Amount of Restricted Cash at June 30
06/26/2019	101	5678	\$500,000.00	\$500,000.00
06/28/2019	100	5679	\$100,000.00	\$0.00
TOTAL:			\$600,000.00	

Save Draft

Approve

Delete

Attachments

Comments

View Audit Trail

View PDF

**Example: The reason for the variance is due to sale on xyz asset & cash received on June 30 that was not deposited until July 1, 20xx.**

# ***08b - Deposits in Outside Bank Accounts***

**Complete this CP if cash in outside bank accounts meets the \$50,000 threshold per fund.**

**Deposits in outside bank accounts include:**

- ▶ Deposits with financial institutions that are not accounted for by the STO
- ▶ Certificates of deposit
- ▶ Deposits held for others in a trustee capacity or as an agent.



# 08b - Deposits in Outside Bank Accounts

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

8B Deposits in Outside Bank Accounts GL 1002

Due Date: 07/18/2019

Agency Code: 260 Name of Agency: Department of Fish and Game

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

### Fund Information

Fund Number:  Name of Fund:

Current Year Total:   
Total Book Balance Reported in Prior Year:   
(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the comments feature below.)

Recalculate Variance

Variance:  Difference in %:  Difference in amount:

	Deposit #1	Deposit #2	Deposit #3	
Name of Financial Institution	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
U.S. Dollar Amount of Bank Account Balance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Draft Approve Delete Attachments **Comments** View Audit Trail View PDF

# 08b - Deposits in Outside Bank Accounts

8B Deposits in Outside Bank Accounts GL 1002

Due Date: 07/18/2019

Agency Code: 260 Name of Agency: Department of Fish and Game

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

	Deposit #1	Deposit #2	Deposit #3	
Name of Financial Institution	US Bank			
Bank Account Number	987654321			
U.S. Dollar Amount of Bank Account Balance Denominated in a Foreign Currency				
Revenue Subobject				
Bank Balance at June 30	\$250,000.00			
Book Balance at June 30	\$300,000.00			Total Book Balance: \$300,000.00

# 08b - Deposits in Outside Bank Accounts

Amount of Book Balance that is Restricted at June 30	\$300,000.00		
Amount of Bank Balance Insured by FDIC or Other Depository Insurance at June 30	\$150,000.00		
If Deposit is NOT Held in the Agency's Name, Provide the Name of the Account Holder			
<b>If the Account is Collateralized:</b>			
Provide the Amount of Collateral			
If Collateral is NOT Held in the Agency's Name, Provide the Name of the Account Holder			
Check One Box That Indicates Who has Custody of the Collateral	<input type="radio"/> Agency <input type="radio"/> Agency's Agent <input type="radio"/> Bank's Trust Dept. or Agent	<input type="radio"/> Agency <input type="radio"/> Agency's Agent <input type="radio"/> Bank's Trust Dept. or Agent	<input type="radio"/> Agency <input type="radio"/> Agency's Agent <input type="radio"/> Bank's Trust Dept. or Agent



# ***08 - Cash***



**Due Thursday, July 18<sup>th</sup>**

**Contact: Christy Anderson**

# ***10 - Investments***



# *10 - Investments*

- ▶ \$100,000 threshold per fund



# *10 - Investments*

## Do **Not** Include in Investments

- ▶ State Treasurer's Idle Pool Fund
- ▶ State Treasurer's Diversified Bond Fund (DBF)
- ▶ State Treasurer's Local Government Investment Pool (LGIP)
- ▶ Certificates of Deposit

# ***10 - Investments***

## **Most Common Investments**

- ▶ Marketable securities
- ▶ Money market accounts
- ▶ Bonds
- ▶ Mutual Funds
- ▶ Repurchase agreements

# 10 - Investments

Main Menu  
Current Closing Packages

New Closing Package

- 1. Control Checklist
- 2. Miscellaneous
- 3. Leases Payable
- 4. Leases Receivable
- 5. Long-Term Liabilities and Short-Term Debt
- 6. Prepaid Expenses
- 7. Capital Asset Questionnaire
- 8. Cash
  - 8a. Cash GL 1003
  - 8b. Deposits in Outside Bank Accounts GL 1002
- 9. Inventory
- 10. Investments
- 11. Loans and Notes Receivable
- 12. Capital Assets
- 13. Capital Assets In Progress
- 14. Interfund Payables
- 15. Unearned Revenue
- 16. Accounts Payable
- 17. Accounts Receivable
- 18. Grants Receivable
- 19. Schedule of Expenditures of

10 Investments

Due Date: 07/11/2019

Agency Code: 260 Name of Agency: Department of Fish and Game Current Status: Temporary FY: 2019 FY End Date: 06/30/2019

Instructions - [Click Here for Instructions](#)

Fund Information

Fund Number:  Name of Fund:

	Investment #1	Investment #2	Investment #3	Investment #4
Name of Financial Institution	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type of Investment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level of Input	<input type="radio"/> Level 1 <input type="radio"/> NAV <input type="radio"/> Level 2 <input type="radio"/> Amort Cost <input type="radio"/> Level 3 <input type="radio"/> Not Rated	<input type="radio"/> Level 1 <input type="radio"/> NAV <input type="radio"/> Level 2 <input type="radio"/> Amort Cost <input type="radio"/> Level 3 <input type="radio"/> Not Rated	<input type="radio"/> Level 1 <input type="radio"/> NAV <input type="radio"/> Level 2 <input type="radio"/> Amort Cost <input type="radio"/> Level 3 <input type="radio"/> Not Rated	<input type="radio"/> Level 1 <input type="radio"/> NAV <input type="radio"/> Level 2 <input type="radio"/> Amort Cost <input type="radio"/> Level 3 <input type="radio"/> Not Rated
Valuation Technique	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Identifying Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Purchase	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount of investment that matures in less than one year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount of investment that matures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Draft Approve Delete

Attachments Comments View Audit Trail View PDF

# 10 - Investments

10 Investments

Due Date: 07/11/2019

Agency Code: 260 Name of Agency: Department of Fish and Game

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

Valuation Technique				
Identifying Number				
Date of Purchase				
Amount of investment that matures in less than one year				
Amount of investment that matures within 1-5 years				
Amount of investment that matures within 6-10 years				
Amount of investment that matures in 10+ Years (Please enter amounts and maturity in 5 year increments using the comments feature at the bottom of the screen).				
Fair Value reported on last year's closing package				
Investments Acquired this FY				
Investments Sold this FY				
Investment Fair Value at June 30				
Amount that is restricted as of June 30. (See Definitions)				
<i>Accrued Earnings at June 30</i>				

Save Draft Approve Delete

Attachments **Comments** View Audit Trail View PDF

# 10 - Investments

10 Investments

Due Date: 07/11/2019

Agency Code: 260 Name of Agency: Department of Fish and Game

Current Status: Temporary

FY: 2019

FY End Date: 06/30/2019

## Land and Real Estate Endowments

Does your agency have any land or other real estate held for investments by endowments?  Yes  No

If yes, please include anything that is held in permanent endowments, term endowments, or payment funds by your agency. Do not include land held by the Department of Lands or the Endowment Fund Investment Board. Land and other real estate held as investments by endowments must be disclosed per GASB Statement No. 52. If your agency has land or other real estate **held for investment purposes** that is recorded as a capital asset in STARS or reported on the Capital Asset Closing Package, please provide details in a comment using the comments feature below.

	Investment #1	Investment #2	Investment #3
Property Identifier	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>
FMV as of June 30	<input type="text"/>	<input type="text"/>	<input type="text"/>
Change in value from prior period	<input type="text"/>	<input type="text"/>	<input type="text"/>
Method used for determining FMV	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Derivative Instruments

Does your agency have any derivative instruments?  Yes  No

If yes, click on the links for the [Instructions](#) and [Spreadsheet](#). Fill out the spreadsheet per instructions, rename, and attach to the Investments Closing Package before submitting.

(For help with attaching documentation, please refer to the [Submission Instructions](#))

Save Draft Approve Delete

Attachments Comments View Audit Trail View PDF

# ***10 - Investments***



**Due Thursday, July 11<sup>th</sup>**

**Contact: Christy Anderson**

# Review Questions

## ***Review Question #12***

What is the minimum reporting threshold for the investments closing packages?

- a) \$100,000 per fund
- b) \$1 or more
- c) \$250,000
- d) \$50,000 per fund

# *Review Question #13*

Certificates of Deposit (CDs) should be reported on Closing Package #08 - Cash.

True

False

# *Review Question #14*

When is cash NOT considered to be restricted?

- a) When restricted per Idaho Code
- b) When restricted by a legal settlement
- c) When restricted by a Federal grantor
- d) When set aside by management for future use

# ***Review Question #15***

Which of the following investments should NOT be reported on closing package 10?

- a) Mutual Funds
- b) Diversified Bond Fund (DBF) Investments
- c) Marketable Securities
- d) Repurchase Agreements

# *Review Question #16*

What is the minimum reporting threshold for the cash closing packages?

- a) \$100,000
- b) \$50,000
- c) \$1 or more
- d) \$50,000 per fund

***10 minute BREAK!!***

# *11 - Loans and Notes Receivable*

# *11 - Loans & Notes Receivable*

## Report:

- ▶ Loans & notes receivable
- ▶ Interest receivable
- ▶ Allowance for uncollectible receivables

## Do not report:

- ▶ Accounts Receivable (CP#17)
- ▶ Grants Receivable (CP#18)

[Instructions - Click Here for Instructions](#)

### Fund Information

Fund Number:

Name of Fund:

Current Year Total:	<input type="text"/>
<b>*For EACH Fund</b> : Amount of the receivables (principal portion only) due within one year (by 06/30/2020)	<input type="text"/>
Amount of the receivables (principal portion only) due beyond one year (after 07/01/2020) Post-June 30th interest amounts are not needed.	<input type="text"/>
Amount of receivables deemed uncollectible (principal portion only) due beyond one year (after 07/01/2020)	<input type="text"/>
Total Amount of Principal Balance Reported in Prior Year's Closing Package (If prior year amount differs from current year by 10% and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the Comments feature below).	<input type="text"/>

Recalculate Variance

Variance:

Difference in %:

Difference in amount:

Did the agency charge the borrower any origination fees or costs during the fiscal year?

Yes  No

If yes, please provide the amount of the fees.

*Charge Origination Fees?*

Did the agency receive any points in relation to loan origination during the fiscal year?

Yes  No

If yes, please provide the amount received for points.

*Receive Points?*

Did the agency receive any commitment fees to originate a loan during the fiscal year?

Yes  No

If yes, was the commitment exercised or did the commitment expire unexercised? Please provide the amount(s) of the commitment fees received.

*Commitment Fees to Originate?*

Did the agency pay or receive any fees in the fiscal year related to the purchase of a loan or a group of loans?

Yes  No

If yes, note the total amount.

*Fees Related to Purchase?*

Original Date of Loan or Note	Description of Loan/Note	Revenue Subobject	Principal Balance At June 30	Interest Receivable Balance At June 30	Allowance For Uncollectible Receivables
		Total			

(For help with attaching documentation, please refer to the [Submission Instructions](#) )

# 11 - Loans & Notes Receivable

- ▶ One closing package per fund
- ▶ \$50,000 threshold per fund
- ▶ Due Thursday, July 11
  
- ▶ Contact: Sandra Tisdale

# ***17 - Accounts Receivable***

# 17 - Accounts Receivable

## Report:

- Accounts Receivable
- Allowances for Uncollectible A/R
- Taxes Receivable
- Allowances for Uncollectible T/R

## Do not report:

- Grant revenue (CP #18)
- Bond/note proceeds
- Refund proceeds
- Interest & other investment income

# 17 - Accounts Receivable

- ▶ Record unavailable revenue (deferred inflow of resources):
  - ▶ All eligibility requirements met except time
  - ▶ Cash not available within 60 days after June 30
  - ▶ Difference between reported receivable & revenue is unavailable revenue

# 17 - Accounts Receivable

Did the agency report as receivable any resources associated with imposed nonexchange revenue transactions?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If YES, did the agency report the resources as receivable prior to the period when the resources are required to be used or when use is first permitted per enabling legislation? If YES, please mark the "Imposed Nonexchange Revenue Deferral" checkbox for each item after adding the receivable information into the table below.  <div data-bbox="338 805 1171 1117" style="border: 2px solid red; height: 192px; width: 397px; background-color: #cccccc; margin: 10px 0;"></div>	

**Imposed  
Nonexchange  
Revenue  
Transactions?**

# 17 - Accounts Receivable

Do you have any transactions that qualify as a sale of a receivable?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, in the box below, please provide the carrying value of the receivables at the time of sale, the proceeds received from the sale, and a brief explanation of the sale.  <div data-bbox="424 565 1201 860" style="border: 2px solid red; height: 180px; width: 100%;"></div>	
<hr/>	
Do you have any transactions that pledge the receivables as collateral?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, in the box below, please provide the proceeds received, the amount of the collateralized debt, and a brief explanation of the transaction.  <div data-bbox="424 1096 1201 1388" style="border: 2px solid red; height: 180px; width: 100%;"></div>	

Sale of Receivables?

Pledged collateral?

# 17 - Accounts Receivable

			Show Next Row	Remove Last Row	
Total Accounts Receivable Balance	Portion which is Revenue	Revenue Subobject	Portion which is Unavailable Revenue (Gov. funds only)	Total Allowance for Uncollectible Receivables	Imposed Nonexchange Revenue
					<input type="checkbox"/> *

# Revenue Recognition

## Governmental Funds

- ▶ Exchange transaction exists
- ▶ Earnings process is complete/almost complete
- ▶ Measurable and available
- ▶ Fines, penalties and forfeitures
  - ▶ Measurable
  - ▶ Collection deemed certain

## Proprietary Funds

- ▶ Recorded in the fiscal year in which they are earned
  - ▶ Exchange transaction exists
  - ▶ Earnings process is complete/almost complete

# 17 - Accounts Receivable

			Show Next Row	Remove Last Row	
Total Accounts Receivable Balance	Portion which is Revenue	Revenue Subobject	Portion which is Unavailable Revenue (Gov. funds only)	Total Allowance for Uncollectible Receivables	Imposed Nonexchange Revenue
					<input type="checkbox"/> *

# 17 - Accounts Receivable

Please provide the accounts receivable balance that will <u>not</u> be collected within one year and a brief explanation in the Comments feature below	Allowance for Uncollectible Receivables for the amount to be collected after one year	Revenue Subobject

# 17 - Accounts Receivable

1. Total of Allowance for Uncollectible A/R and Unavailable Revenue should **NOT** equal more than the Total Accounts Receivable.

Example:

- Total Accounts Receivable = \$100,000
- Unavailable Revenue = \$75,000
- Allowance for Uncollectible Accounts = \$50,000
- Total A/R less Allowance for Uncollectible = \$50,000

The 'Total A/R less Allowance for Uncollectible Receivables' of \$50,000 is less than the 'Portion which is Unavailable Revenue' of \$75,000. Therefore, the 'Portion which is Unavailable Revenue' must be reduced to \$50,000 because the organization cannot defer what isn't or won't be available.

# 17 - *Accounts Receivable*

Accounts receivable include:

- ▶ Charges for goods or services
- ▶ Advances to non-state entities
  
- ▶ One closing package per fund
- ▶ \$50,000 threshold per fund

Due Monday, August 12

Contact: Sandra Tisdale

# ***18 - Grants Receivable***

# 18 - *Grants Receivable*

## Report:

- ▶ If primary recipient of award
- ▶ Reimbursement-type
  - ▶ Incurred grant expenses on or before June 30
  - ▶ No reimbursement until after June 30
- ▶ Gift-type
  - ▶ Few or no eligibility requirements (rare)

### Fund Information

Fund Number:

Name of Fund:

Do you have any transactions that qualify as a sale of a receivable?

Yes  No

If yes, in the box below, please provide the carrying value of the receivables at the time of sale, the proceeds received from the sale, and a brief explanation of the sale.

*Sale of Receivables?*

Do you have any transactions that pledge the receivables as collateral?

Yes  No

If yes, in the box below, please provide the proceeds received, the amount of the collateralized debt, and a brief explanation of the transaction.

*Pledged Collateral?*

# 18 - Grants Receivable

## GRANT INFORMATION

Federal  Other (city/county/or outside state) Federal or Other Grant Type?

Total Amount Reported in Prior Year:

Current Year Total:

(If prior year amount differs from current year by 10% and the change equals or exceeds \$100,000, please

Variance:

Difference in %:

Difference in amount:

Enter all grant receivable information into the following table. If a grant is a gift-type grant, check

In the table below, please note the following:

**Reimbursement-type Grants:** Amount of grant expenses incurred by June 30, and **NOT** reimbursed by

**Gift-type Grants:** Balance of grant awards for which the agency is eligible but has not received by June

				Show Next Row	Remove Last Row
<input type="checkbox"/> Gift-Type Grant	Total Grants Receivable Balance	Portion Which is Revenue	Revenue Subobject	Portion which is Unavailable Revenue (Gov. funds only)	Allowance for Uncollectible Receivables
<input type="checkbox"/> Yes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total	<input type="text"/>		<input type="text"/>	<input type="text"/>

Please provide the grants receivable balance that will <u>not</u> be collected within one year and a brief explanation in the Comments section	Allowance for uncollectible receivables for the grants to be collected after one year	Revenue Subobject
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

# 18 - *Grants Receivable*

- ▶ One closing package per fund
- ▶ \$50,000 threshold per fund
- ▶ Due Wednesday, September 11

Contact: Sandra Tisdale

## ***22 - Subsequent Events***

# 22 - Subsequent Events

## PURPOSE

The purpose of this closing package is to gather information regarding subsequent events. This information will be used to prepare the State's Comprehensive Annual Financial Report (CAFR).

## ACCOUNTING PRINCIPLES AND POLICIES

The State prepares its financial statements in accordance with Generally Accepted Accounting Principles (GAAP). GAAP requirements for reporting subsequent events are found in the following authoritative pronouncements:

- Governmental Accounting Standards Board (GASB) Statement 56.8-15
- NCGA Interpretation No. 6
- Section 15.32-42 of State and Local Governments Audit and Accounting Guide (AICPA, 2018 edition)

## DEFINITION

Subsequent Events - Those events or transactions that occur subsequent to the statements of net position date but before the financial statements are issued.

## SUBSEQUENT EVENTS

To the best of our knowledge and belief, no events subsequent to June 30, 2019, have occurred that would require note disclosure in the CAFR. Reportable subsequent events are those with significant effects, including, but not limited to, the issuance of debt instruments, the filing or settlement of a lawsuit, notice of potential disallowed costs of a grant, and capital asset impairments due to natural disaster. Subsequent events with significant effects:

- **HAVE NOT Occurred**
- **HAVE Occurred**

(For help with attaching documentation, please refer to the [Submission Instructions](#))

## 22 - *Subsequent Events*

### Subsequent Event Examples:

- ▶ Effect on a financial statement user's opinion
- ▶ Agency issued debt
- ▶ Agency named in a lawsuit or settled any lawsuits
- ▶ Grantor notified the agency of potentially disallowed costs
- ▶ Agency suffered a capital asset impairment due to a natural disaster

[cafr@sco.idaho.gov](mailto:cafr@sco.idaho.gov)

## 22 - *Subsequent Events*

- ▶ Due Thursday, October 17
- ▶ Please do NOT submit early

# Review Questions

# Review Question

## #17

Which of the following are required to be provided on Closing Package #11 - Loans and Notes Receivable?

- a) Amount of receivables (principal portion only) due within one year.
- b) Amount of payables due within sixty days.
- c) Amount of receivables deemed uncollectible (principal portion only) due beyond one year.
- d) (a) and (c).

# Review Question #18

When is the best time to notify the SCO of a subsequent event.

- a) As soon as you become aware of it.
- b) As soon as possible after the FYE.
- c) After the FYE but well before the due date.
- d) After the FYE and on or near the due date.

# ***15 - Unearned Revenue***

# 15 - *Unearned Revenue*

Unearned Revenue?

Vs.

Unavailable Revenue?

# 15 - *Unearned Revenue*

Report:

- ▶ Revenue received but not earned as of June 30.

Do not report:

- ▶ Revenue earned but not received within 60 days after June 30.

# 15 - *Unearned Revenue*

- ▶ Two closing packages
  - ▶ 15a - Unearned revenue
  - ▶ 15b - Grant advances

**Agency Code:** 300 **Name of Agency:** Industrial Commission**FY:** 2019**FY End Date:** 06/30/2019**WORKING PAPERS**[Click here for a definition of Working Papers](#)**GENERAL INSTRUCTIONS**

Review any existing unearned revenue balances (GL 2401) and identify any amount requiring reclassification as revenue (earned and available). If a reclassification is required or if a question arises, please contact the Office of the State Controller (SCO), Bureau of Reporting and Review at [cafr@sco.idaho.gov](mailto:cafr@sco.idaho.gov).

- Review revenue to determine if amounts were received, but the earnings process is not complete. Report unearned revenue amounts expected to be earned on Form 15a in the column labeled "Unearned Amount".
- Review grant advances received (including federal money received by the fund and advanced to a sub-recipient) but not yet fully expended.
- Enter amounts in whole dollars.
- [Submission Instructions](#)
- Complete the 15a Unearned Revenue Closing Package and/or 15b Grant Advances Closing Package and submit completed forms by **08/07/2019**.

**COMPLETING FORM 15a UNEARNED REVENUE FORM**

1. Enter Fund Number and Name of Fund.
2. Enter the total amount of unearned revenues reported in the prior year's closing package. If the prior year amount differs from the current year by 10% and the change equals or exceeds \$100,000, please explain the reason for the variance in the Comments feature below.
3. Enter the revenue subobject code.
4. Enter the amount of unearned revenue.

**COMPLETING FORM 15b GRANT ADVANCES FORM**

1. Enter Fund Number and Name of Fund.
2. Enter the total amount of unearned revenues reported in the prior year's closing package. If the prior year amount differs from the current year by 10% and the change equals or exceeds \$100,000, please explain the reason for the variance in the Comments feature below.
3. Enter the revenue subobject code.
4. Enter the amount of the advance.
5. Enter the amount expended or incurred.
6. If you have received a grant advance from a grantor who has imposed restrictions about how the resources may be used, check 'Yes' in the "Was Grant Advance Restricted at June 30?" column and provide a description of the restriction in the Comments feature below.
7. If the grant advance has been invested, check 'Yes' in the "Was grant invested at June 30?" column.

Agency Code:  
300

Name of Agency: Industrial Commission

Current Status: Temporary

FY: 2019

FY End Date:  
06/30/2019

Fund Information

Fund Number:

Name of Fund:

Current Year Total:

Total Amount Reported in Prior Year:

If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the Comments feature below.

Recalculate Variance

Variance:

Difference in %:

Difference in amount:

Add Next Row	Remove Last Row
Revenue Sub Object	Unearned Amount
<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>

Agency Code:  
300

Name of Agency: Industrial Commission

Current Status: Temporary

FY: 2019

FY End Date:  
06/30/2019

### Fund Information

Fund Number:

Name of Fund:

Current Year Total:

Total Amount of Advances Reported in Prior Year:

If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the Comments feature below.

Recalculate Variance

Variance:

Difference in %:

Difference in amount:

Revenue Sub Object	Amount of Advance	Amount Expensed or Incurred	Remaining Balance	Was Grant Advance Restricted at June 30?	Was grant invested at June 30?
				<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Total:					

# 15 - *Unearned Revenue*

- ▶ One closing package per fund
- ▶ \$50,000 threshold per fund
- ▶ Due Wednesday, August 7

Contact: Ethan Draves

# ***16 - Accounts Payable & Other Payables***

# 16 - Accounts Payable & Other Payables

Objective: To record amounts owed

- ▶ For goods or services provided by vendors other than state entities on or before June 30, but **not** paid until after June 30
- ▶ To non-state entities at June 30 for distributions & other payables not yet paid, that may not be for a good or service (e.g. ITD - distributes fuel tax to counties or highway districts)

# 16 - Accounts Payable & Other Payables

- ▶ Complete:
  - ▶ If the total Accounts Payable, by fund, exceeds \$50,000 at June 30
  - ▶ A **separate** form for each fund
- ▶ Include contract retentions
  - ▶ **exclude** commitments for goods or services not received by June 30
- ▶ Alternatives to completing form:
  - ▶ Submit your information on a spreadsheet
  - ▶ Run an IBIS query, export to a spreadsheet & attach to the closing package
  - ▶ Attach GAAP Indicator Report (the most commonly used GAAP indicators for accounts payable are “T” & “X”)

# 16 - Accounts Payable & Other Payables

Please use subobjects, not summary objects

EXP SUB OBJ	EXP SUB OBJ DESC	EXP OBJECT CODE	EXP SUM OBJECT CODE	GOVTL CLASS	PROP CLASS
	OPERATING EXPENSES (OBJECT)	5000		0	500
	COMMUNICATION COSTS (SUMMARY OBJ)	5000	5001	0	500
5010	ADVERTISING MEDIA	5000	5001	0	500
5020	POSTAL & MAIL	5000	5001	0	500
5023	EXPRESS MAIL / MESSENGER	5000	5001	0	500
5027	VOICE OVER INTERNET (VOIP)-STATE OWNED/OPERATED	5000	5001	0	500
5028	VOIP HOSTED	5000	5001	0	500
5029	DATA LINE CHARGES	5000	5001	0	500
5030	PHONE/FAX LOCAL LINE & EQUIPMENT CHARGES	5000	5001	0	500
5031	PHONE/FAX LONG DISTANCE	5000	5001	0	500
5032	RADIO EQUIPMENT - MOBILE RADIO	5000	5001	0	500
5033	CELLULAR/WIRELESS VOICE SERVICE	5000	5001	0	500
5034	TELEPHONE 800 SERVICE	5000	5001	0	500
5035	AUDIO/VIDEO CONFERENCE CALLS	5000	5001	0	500
5036	RADIO EQUIPMENT - MICROWAVE	5000	5001	0	500

Agency Code: 300    Name of Agency: Industrial Commission    Current Status: Temporary    FY: 2019    FY End Date: 06/30/2019

[Instructions](#) - Click Here for Instructions

**Fund Information**

Fund Number:     Name of Fund:

Current Year Total:   
 Total Accounts Payable and Other Payables Reported in Prior Year Closing Package:

(If prior year amount differs from current year by 10%, and the change equals or exceeds \$100,000, please briefly explain the reason for the variance in the Comments feature below.)

Variance:     Difference in %:     Difference in amount:

		<input type="button" value="Add Row"/>	<input type="button" value="Remove Last Row"/>
Expenditure Subobject	Is Amount Encumbered? <input type="checkbox"/> *	Is Amount for Contract Retentions? <input type="checkbox"/> *	Amount Due at 06/30/2019
<input type="text"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="text"/>
	Totals		<input type="text"/>

\*For Governmental Funds Only

# ***16 - Accounts Payable & Other Payables***

**Due Wednesday, September 11**

Contact: Ethan Draves

# Review Questions

## *Review Question #19*

What is unearned revenue?

- a) When you have received cash but the earnings process is not complete within 60 days after the end of the fiscal year.
- b) Gifts that are not taxable.
- c) Revenue has been earned but the cash is not available within 60 days after the end of the fiscal year.
- d) None of the above.

## *Review Question #20*

When filling out the closing packages, using a summary object is just fine.

True

False

## *Review Question #21*

Unavailable Revenue affects which type(s) of funds?

- a) Proprietary
- b) Governmental
- c) Business-Type
- d) All of the above

# *14 - Interfund Payables*

# 14 - *Interfund Payables*

Report transactions of **\$5,000 or more** (including overpayments of \$5,000 or more) for the following obligations at June 30:

- ▶ Amounts owed by one **fund** to another fund for goods or services provided on or before June 30 but not paid until after June 30.
- ▶ Grants payable by one **fund** to another fund, when a recipient has met eligibility requirements by June 30 but is not reimbursed or paid until after June 30.
- ▶ Distributions, required by Idaho Code, payable by one **fund** to another fund.

# 14 - Interfund Payables

Separate closing packages are not needed for each fund number

14 Interfund Payables

Agency Code: 260 Name of Agency: Department of Fish and Game Current Status: Temporary FY: 2019 FY End Date: 06/30/2019

Agency Code	Expenditure SubObject	Fund	Account	Account	Amount
140	6/15Computer Services	140	0480	CSC17030	1545 5,918.62
140	Jun 2015 Postal Feed	200	0450	16070858	1550 10,636.89
140	6/15Computer Services	140	0480	CSC17032	1545 13,034.31
140	6/15Computer Services	140	0480	CSC17013	1545 13,701.48
140	6/15Computer Services	140	0480	CSC17081	1545 15,304.04
Agency Total					\$64,513.96

The above data has been recorded by the billing agency in the Statewide Accounting and Reporting System (STARS) and includes transactions less than \$(5,000) or greater than \$5,000. Additional rows may be added to this worksheet if necessary.

**AGENCY ACTION REQUIRED:** See online instructions for the Interfund Payables Closing Package.

Complete the following:

- (1) Paying Fund number(s)
- (2) Expenditure SubObject number(s)
- (3) Mark an X next to any amounts that will not be paid within the next year; and
- (4) Indicate the amount of the transaction that was encumbered.

**Please add** additional lines for any items requiring more than one line of coding.  
 Also add additional lines (rows) for interfund payables not shown on this report for:

- (1) Goods and services your agency received before June 30 that were not paid at June 30.
- (2) Grants payable where the recipient has met eligibility requirements at June 30, whether or not a claim has been submitted, and
- (3) Distributions payable from one fund to another that are mandated by Idaho Code.

Additional transactions should include complete coding including a description, billing agency, and if known, the billing fund and document number.

Any questions about the individual billings should be addressed directly to the billing agency. If any transactions from the report provided by the SCO are disputed by the paying agency after contacting the billing agency, please mark transactions as disputed and provide a brief explanation.

**PLEASE ATTACH THE COMPLETED FORM** to the electronic Interfund Payable Closing Package and submit by August XX, 20XX.

**ADDITIONAL NOTE:** Not all transactions with Colleges and Universities and Health Districts may appear on this form. Include complete information for College and University or Health District interfund payables not listed on this form. For Health District payables only, transactions using the same paying fund and expenditure subobject may be lumped together.

**Fund Information**

Fund Number:  Name of Fund:

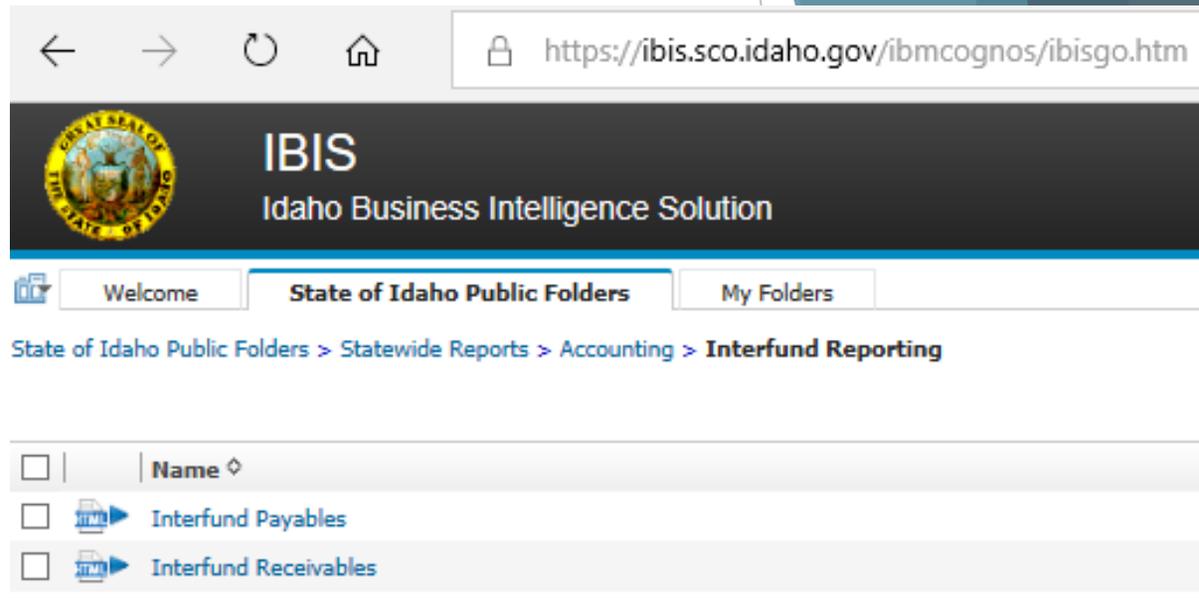
List additional fund numbers in Comments box



Attachments Comments View Audit Trail View PDF

# 14 - Interfund Payables

- ▶ Reports are in IBIS:
  - State of Idaho Public Folders
  - Statewide Reports
  - Accounting
  - Interfund Reporting
  
- ▶ Resolve all questioned amounts with the billing agency before June 30.
  
- ▶ SCO will e-mail the closing package (an Excel spreadsheet) to agencies at the end of July.
  
- ▶ Transactions listed in the e-mailed report will come from STARS (The transactions will be interfund payables for goods & services only).



*Attach Interfund Payable Form to Electronic Interfund Payables Closing Package*

<b>THIS IS NOT A BILL AND DOES NOT AFFECT STARS ACCOUNTING</b>										<b>Due date: August 5, 2019</b>	
<b>FY '19 Interfund Payables Form (#14) - GAAP Reporting - At June 30, 2019</b>											
<b>Date: July 24, 2019</b>			<b>For Agency:</b>			<b>Attention:</b>					
<b>Paying Agency</b>	<b>Description</b>	<b>Billing Agency</b>	<b>Billing Fund</b>	<b>8-Digit Doc No. &amp; 2-Digit Suffix</b>	<b>Revenue SubObj</b>	<b>Amount</b>	<b>Paying Fund</b>	<b>Expend SubObj</b>	<b>Will Not Be Paid In 1 Year</b>	<b>Amount Encumbered June 30</b>	

# 14 - Interfund Payables

FY 'XX Interfund Payables Form (#14) - GAAP Reporting - At June 30, 20XX												
Date:		MM/DD/20XX		For Agency:		140 - SCO		Attention:			CLOSING PACKAGE ORIGINATOR	
Paying Agency	Description	Billing Agency	Billing Fund	8-Digit Doc No. & 2-Digit Suffix	Revenue SubObj	Amount	Paying Fund	Expend SubObj	Will Not Be Paid In 1 Year	Amount Encumbered June 30		
140	6/15Computer Services	140	0480	CSC17015	1545	5,918.62						
140	6/15Computer Services	140	0480	CSC17030	1545	5,918.62						
140	Jun 2015 Postal Feed	200	0450	16070858	1550	10,636.89						
140	6/15Computer Services	140	0480	CSC17032	1545	13,034.31						
140	6/15Computer Services	140	0480	CSC17013	1545	13,701.48						
140	6/15Computer Services	140	0480	CSC17081	1545	15,304.04						
Agency Total						\$64,513.96						

The above data has been recorded by the billing agency in the Statewide Accounting and Reporting System (STARS) and includes transactions less than \$(5,000) or greater than \$5,000. Additional rows may be added to this worksheet if necessary.

**AGENCY ACTION REQUIRED:** See online instructions for the Interfund Payables Closing Package.

Complete the following:

- (1) Paying Fund number(s)
- (2) Expenditure SubObject number(s)
- (3) Mark an X next to any amounts that will not be paid within the next year; and
- (4) Indicate the amount of the transaction that was encumbered.

**Please add** additional lines for any items requiring more than one line of coding.

Also add additional lines (rows) for interfund payables not shown on this report for:

- (1) Goods and services your agency received before June 30 that were not paid at June 30,
- (2) Grants payable where the recipient has met eligibility requirements at June 30, whether or not a claim has been submitted, and
- (3) Distributions payable from one fund to another that are mandated by Idaho Code.

Additional transactions should include complete coding including a description, billing agency, and if known, the billing fund and document number.

Any questions about the individual billings should be addressed directly to the billing agency. If any transactions from the report provided by the SCO are disputed by the paying agency after contacting the billing agency, please mark transactions as disputed and provide a brief explanation.

**PLEASE ATTACH THE COMPLETED FORM** to the electronic Interfund Payable Closing Package and submit by August XX, 20XX.

**ADDITIONAL NOTE:** Not all transactions with Colleges and Universities and Health Districts may appear on this form. Include complete information for College and University or Health District interfund payables not listed on this form. For Health District payables only, transactions using the same paying fund and expenditure subobject may be lumped together.

# 14 - *Interfund Payables*

- ▶ Interfund payables include not only interagency payables but also interfund payables within your agency
- ▶ Due Monday, August 5

# ***19- Schedule of Expenditures of Federal Awards (SEFA)***

- ▶ Gather information about expenditures of federal awards in order to prepare a statewide SEFA & the associated notes
  - ▶ Federal Funds received &
  - ▶ Expended by an agency or passed through to a sub-recipient
- ▶ Gain assurance from agency management, through the Federal Assistance Certification form, that they have complied with the requirements of Uniform Guidance

# When is the SEFA CP required?

## Complete this closing package if your agency:

- ▶ Receives grant funds directly from the federal government (i.e. *primary recipient*) & expends those funds on a federal program
  - ▶ U.S. Dept. of Ed grants the State Dept. of Education an award
- ▶ Receives grant funds directly from federal government (i.e. *primary recipient*) & disburses (i.e. subgrants) those funds to another entity
  - ▶ The State Dept. of Education sub grants some of the award to a school district
- ▶ Receives a subgrant (i.e. *subrecipient*) of federal funds from a nonfederal agency & expends those funds on a federal program
  - ▶ You are the school district receiving the sub award from the State

# Guidance

## ► Code of Federal Regulations (CFR)

- [https://www.ecfr.gov/cgi-bin/text-idx?SID=907cadd448fb4f084f54ebe1c8308c1c&mc=true&tpl=/ecfrbrowse/Title02/2tab\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=907cadd448fb4f084f54ebe1c8308c1c&mc=true&tpl=/ecfrbrowse/Title02/2tab_02.tpl)

Non-federal entities receiving federal financial assistance must prepare a SEFA for the period covered by the entity's financial statements per 2 CFR 200.510 of the "Super Circular". State agencies receiving federal financial assistance must prepare a SEFA for the State's fiscal year and complete the Federal Assistance Certification, which is a statement of compliance with the requirements of the "Super Circular" - per [GPO e-CFR](#).  
At a minimum the SEFA shall:

- Listing of individual federal programs by federal agency
- For clusters of programs, listing of individual federal programs within the cluster
- For research and development, total federal awards expended must be shown either by individual federal award or by federal agency and major subdivision within the federal agency
- For federal awards received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity must be included
- Totals must be included for each individual federal program, for the CFDA number and for each cluster of programs
- The total amount provided to subrecipients from each federal program must be included

As applicable, the following must also be either attached to the SEFA Closing Package or disclosed in the Comments Box:

- The total outstanding loan balance at the end of the fiscal year for federally guaranteed loans
- The amount of interest subsidy funds received and administrative costs reimbursed during the fiscal year for federal interest subsidies
- The amount of insurance in effect during the fiscal year from a federal insurance program

### DEFINITIONS

**CFDA Number** - A five-digit number assigned to a federal program in the Catalog of Federal Domestic Assistance (CFDA). [Click here for the CFDA](#). This number is usually found in the application for a federal award or in the award agreement. The first two digits identify the federal awarding agency.

**Commodities** - Food and other products provided by a federal agency for distribution. Commodities are valued at fair market value at the time of receipt or the assessed value provided by the federal awarding agency.



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Corrections  
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User Info  
FAQs  
Agency List  
Incorporation By Reference

Electronic Code of Federal Regulations  
**e-CFR**

**Related Resources**  
The Code of Federal Regulations (CFR)

## Electronic Code of Federal Regulations

e-CFR data is current as of **April 6, 2018**

Title	Volume	Chapter	Browse Parts	Regulatory Entity	
<b>Title 2 Grants and Agreements</b>	1	<b>Subtitle A—Office of Management and Budget Guidance for Grants and Agreements</b>			
				OFFICE OF MANAGEMENT AND BUDGET GUIDANCE FOR GRANTS AND AGREEMENTS	
		II	2-199	OFFICE OF MANAGEMENT AND BUDGET GOVERNMENTWIDE GUIDANCE FOR GRANTS AND AGREEMENTS	
		II	200-299	OFFICE OF MANAGEMENT AND BUDGET GUIDANCE	
		<b>Subtitle B—Federal Agency Regulations for Grants and Agreements</b>			
		III	300-399	DEPARTMENT OF HEALTH AND HUMAN SERVICES	
		IV	400-499	DEPARTMENT OF AGRICULTURE	
		VII	600-699	DEPARTMENT OF STATE	
		VIII	700-799	AGENCY FOR INTERNATIONAL DEVELOPMENT	
		VIII	800-899	DEPARTMENT OF VETERANS AFFAIRS	
		IX	900-999	DEPARTMENT OF ENERGY	
		X	1000-1099	DEPARTMENT OF TREASURY	
XI	1100-1199	DEPARTMENT OF DEFENSE			

# SEFA Closing Package

- Main Menu
- Current Closing Packages
- Agency Required Forms

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- New Closing Package
  - 1. Control Checklist
  - 2. Miscellaneous
  - 3. Leases Payable
  - 4. Leases Receivable
  - 5. Long-Term Liabilities and Short-Term Debt
  - 6. Prepaid Expenses
  - 7. Capital Asset Questionnaire
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  - 11. Loans and Notes Receivable
  - 12. Capital Assets
  - 13. Capital Assets In Progress
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  - 16. Accounts Payable
  - 17. Accounts Receivable
  - 18. Grants Receivable
  - 19. Schedule of Expenditures of Federal Awards
  - 21. Attestation Letter
  - 22. Subsequent Events

---

- General Information

State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

19 Schedule of Expenditures of Federal Awards Due Date: 08/08/2018

Agency Code: 260 Name of Agency: Department of Fish and Game Current Status: Draft FY: 2018 FY End Date: 06/30/2018

Instructions

FEDERAL ASSISTANCE CERTIFICATION FORM

Agency DUNS Number

Indirect Costs	
Does your agency use the 10% de-minimus indirect cost rate as stated in 2 CFR 200.510?	<input checked="" type="radio"/> Yes <input type="radio"/> No

If your agency received any of the following types of assistance, please report them (these are rare):

FEDERALLY GUARANTEED LOANS	
CFDA Number	<input type="text"/>
CFDA Federal Program Title	<input type="text"/>
Federal Awarding Agency	asdf <input type="text"/>
<input checked="" type="radio"/> Primary Recipient	
<input type="radio"/> Subrecipient	
If Subrecipient, Name of the Pass-through Agency	<input type="text"/>
Total Outstanding Loan Balances at End of the Fiscal Year	<input type="text"/>

[Save Draft](#) [Send Form to Agency Approval](#) [Delete](#) [View Attachments](#) [Comments](#) [View Audit Trail](#) [View PDF](#)

# SEFA Closing Package

- 1. Control Checklist
- 2. Miscellaneous
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- 4. Leases Receivable
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## General Information

Instructions

FEDERAL ASSISTANCE CERTIFICATION FORM

Agency DUNS Number

Indirect Costs	
Does your agency use the 10% de-minimus indirect cost rate as stated in 2 CFR 200.510?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If you answered no above, please explain how the indirect costs for your agency are charged to federal grants (i.e. negotiated rate, cost allocation plan, etc.)	
<input type="text"/>	

If your agency received any of the following types of assistance, please report them (these are rare):

[Save Draft](#) [Send Form to Agency Approval](#) [Delete](#)

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# Less common reporting items

- 1. Control Checklist
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- 4. Leases Receivable
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If you answered no above, please explain how the indirect costs for your agency are charged to federal grants (i.e. negotiated rate, cost allocation plan, etc.)



**If your agency received any of the following types of assistance, please report them (these are rare):**

#### FEDERALLY GUARANTEED LOANS

CFDA Number	<input type="text"/>
CFDA Federal Program Title	<input type="text"/>
Federal Awarding Agency	<input type="text"/>
<input type="radio"/> Primary Recipient	
<input type="radio"/> Subrecipient	
If Subrecipient, Name of the Pass-through Agency	<input type="text"/>
Total Outstanding Loan Balances at End of the Fiscal Year	<input type="text"/>

#### FEDERAL INTEREST SUBSIDIES

- [Save Draft](#)
- [Send Form to Agency Approval](#)
- [Delete](#)
- [View Attachments](#)
- [Comments](#)
- [View Audit Trail](#)
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# Less common reporting items

- 1. Control Checklist
- 2. Miscellaneous
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- 6. Prepaid Expenses
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- 17. Accounts Receivable
- 18. Grants Receivable
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- 21. Attestation Letter
- 22. Subsequent Events

FEDERAL INTEREST SUBSIDIES	
CFDA Number	<input type="text"/>
CFDA Federal Program Title	<input type="text"/>
Federal Awarding Agency	<input type="text"/>
<input type="radio"/> Primary Recipient	
<input type="radio"/> Subrecipient	
If Subrecipient, Name of the Pass-through Agency	<input type="text"/>
Amount of Interest Subsidy Funds Received During the Fiscal Year	<input type="text"/>
Amount of Administrative Costs Reimbursed During the Fiscal Year	<input type="text"/>
Total for Federal Interest Subsidies	<input type="text"/>

FEDERAL INSURANCE PROGRAMS	
CFDA Number	<input type="text"/>
CFDA Federal Program Title	<input type="text"/>
Federal Awarding Agency	<input type="text"/>
<input type="radio"/> Primary Recipient	
<input type="radio"/> Subrecipient	
If Subrecipient, Name of the Pass-through Agency	<input type="text"/>
Amount of insurance in effect during the year	<input type="text"/>

(For help with attaching documentation, please refer to the [Submission Instructions](#) )

- Save Draft
- Send Form to Agency Approval
- Delete
- View Attachments
- Comments
- View Audit Trail
- View PDF

General Information

# SEFA Template

- 1. Control Checklist
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## General Information

something other than "CP19 SEFA.xls".

### Federal Assistance Certification

This is a required form and must be read and signed electronically (or by hand) by the agency primary fiscal staff member and agency head. See General Instructions above.

### Schedule of Expenditures of Federal Awards (SEFA)

Please use the spreadsheet included in the closing package. Due to the specific information we are required to include in the SEFA, we will no longer accept agency developed spreadsheets.

### SEFA Template

Click here for the [SEFA template](#). Please "save" the file and then open the saved file in Excel. Complete agency information at the top of the form. **Round all dollar amounts to the nearest whole dollar.**

### SEFA

In the SEFA tab, prepare a line item entry for each program funded by the federal government as follows:

1. CFDA Number - The Catalog of Federal Domestic Assistance (CFDA) number can be found on the application for federal awards or in the grant agreement. For subrecipient grants you may have to contact the pass-through entity. If you are a subrecipient and you cannot determine the CFDA number write N/A in this space and enter the identifying number in the Grantor ID Number column. [Click here for the CFDA](#). Note: CFDA.gov will be moving to beta.SAM.gov later this year. The CFDA has more information regarding this move on their website
2. CFDA Federal Program Title - This is usually the CFDA number's title. Sometimes the grant agreement may have a title. These titles generally provide a brief description of the purpose of the program. If your program does not have a title, please use the title or description on your grant agreement to best identify the program.
3. Federal Awarding Agency - The federal agency can be found on the grant agreement or in the CFDA.
4. Research and Development - If the grant is for research and development, please indicate "Y" for yes; if not, indicate "N" for no.

Save Draft

Send Form to Agency Approval

Delete

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Comments

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# SEFA Template

Agency Number: 170													Agency Name: Superintendent of Public Instruction			<p><b>*State entities</b> include agencies listed on the agency listing provided by the SCO that are included in the CAFR. This includes some of the colleges/universities (BSU, ISU, U of I, LCSC, EITC)</p> <p><b>**Non state entities include:</b> health districts, Idaho colleges not listed as state agencies (i.e. CVI, CSI), any other non-state agency such as a school district, city, county, etc.</p>			
DO NOT INCLUDE STATE FUNDS IN YOUR AWARD EXPENDITURES OR PASS THROUGH TO SUBRECIPIENTS. THE SEFA REPORTS THE FEDERAL SHARE ONLY													SUBRECIPIENT INFORMATION						
CFDA		IF Recip.		Assistance Valuation										17		18	19	20	
CFDA	Federal Program	Federal Awarding Agency	Major Sub- R & D	Recip. division of Type	Type = S, Pass-through	Grantor ID	Identifying Grant	Type Cash or Non-cash	Method of Non-cash	FY 2018 Award	FY 2017 Award	\$ Change from Previous Year	Comment Formula	Comment for Variance	Federal share (\$) of Expenditures to Subrecipients State entities**	Federal share (\$) of Expenditures to Subrecipients Non-State entities**	Total Federal Expenditures to Subrecipients	Subrecipient Variance Formula Columns ((P-Q) x K)	
10.553	School Breakfast Program	U.S. Dept of Education	N	P	N/A		H1234517, H123456	Cash	N/A	5,000,000	4,000,000	1,000,000	COMMENT REQUIRED	Funding was increased in FY18 to expand the breakfast program and provide meals to all students.	100,000	4,000,000	4,100,000	No COMMENT REQUIRED Pass through to subrecipients cannot exceed current year award expenditures	
													NO COMMENT REQUIRED		100,000	100,000	200,000	No COMMENT REQUIRED	
													NO COMMENT REQUIRED					No COMMENT REQUIRED	

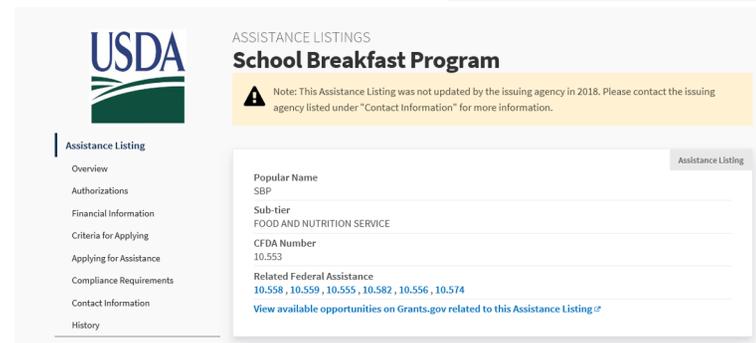
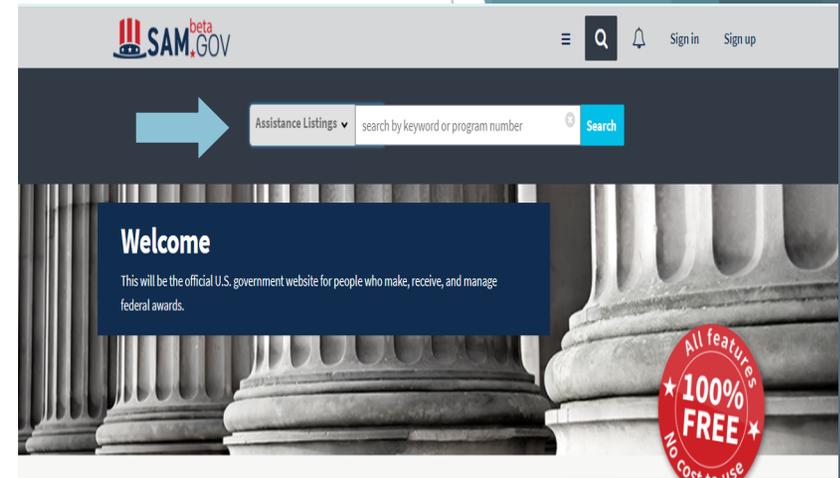
**Do NOT include State funds in your expenditure total**

# SEFA Template - Columns 1-5

1	2	3	4	5
CFDA Number	CFDA Federal Program Title	Federal Awarding Agency	R & D Y or N	Major Sub-division of Fed. Agency
10.553	School Breakfast Program	U.S. Dept of Education	N	

# CFDA Titles

- ▶ Catalog of Federal Domestic Assistance
  - ▶ <https://beta.sam.gov>
  - ▶ Find programs using the search box (select assistance listings from the drop down)
    - ▶ Enter a keyword or CFDA #
  - ▶ References related CFDA guidance
  - ▶ There is also a link to the site on the closing package



## Regulations, Guidelines, and Literature

Program regulations are codified at 7 CFR Parts 220 and 245.

## History

- 1972  
Title Changed  
*School Breakfast Program*
- 1969  
Title Changed  
*School Breakfasts*
- 1967  
Published  
*Pilot School Breakfast Program*

# Other CFDA Titles

- ▶ Some grant awards are not included on the CFDA website
  - ▶ '.999' grants
  - ▶ Example: 81.999 - Bonneville Power Administration grants
  - ▶ Please make sure to provide a title name for grants that are not available on [beta.sam.gov](https://beta.sam.gov)
    - ▶ This could include program titles on the grant award letter or the purpose of the project if there is not a specific title

# SEFA Template - Columns 6-11

6	7	8	9	10	11
IF Recip.				Assistance	Valuation
Recip. Type	Type = S, Pass-through	Grantor ID	Identifying Grant	Type Cash or Non-cash	Method of Non-cash Assistance
P or S	Agency	Number	Number(s)	Non-cash	Assistance
P	N/A		H1234517, H123458	Cash	N/A

# SEFA Template - Columns 12-16

12	13	14	15	16
FY 2018 Award	FY 2017 Award	\$ Change from Previous Year	Comment Formula	Comment for Variance
5,000,000	4,000,000	1,000,000	<b>COMMENT REQUIRED</b>	Funding was increased in FY18 to expand the breakfast program and provide meals to all students.
		-	NO COMMENT REQUIRED	
		-	NO COMMENT REQUIRED	
		-	NO COMMENT REQUIRED	

# Example 1

## Incorrect

1	2	3	4	6	7	9	10	11	12	13	14	15	16
CFDA	CFDA	Federal Awarding	R & D	Recip. Type	Type = S, Pass-through	Identifying Grant	Type Cash or	Method of Non-cash	FY 2018 Award	FY 2017 Award	\$ Change from	Comment	Comment for
Number	Title	Agency	Y or N	P or S	Agency	Number(s)	Non-cash	Assistance	Expenditures	Expenditures	Previous Year	Formula	Variance
10.553	School Breakfast Program	U.S. Dept of Education	N	P	N/A	H1234517	Cash	N/A	1,000,000	4,000,000	(3,000,000)	COMMENT REQUIRED	This was the final year to expend the remaining grant funds. This grant award is now spent.
10.553	School Breakfast Program	U.S. Dept of Education	N	P	N/A	H1234518	Cash	N/A	4,000,000		4,000,000	COMMENT REQUIRED	Funding was increased in FY18 to expand the breakfast program and provide meals to all students.

## Correct

1	2	3	4	6	7	9	10	11	12	13	14	15	16
CFDA	CFDA	Federal Awarding	R & D	Recip. Type	Type = S, Pass-through	Identifying Grant	Type Cash or	Method of Non-cash	FY 2018 Award	FY 2017 Award	\$ Change from	Comment	Comment for
Number	Title	Agency	Y or N	P or S	Agency	Number(s)	Non-cash	Assistance	Expenditures	Expenditures	Previous Year	Formula	Variance
10.553	School Breakfast Program	U.S. Dept of Education	N	P	N/A	H1234517, H1234518	Cash	N/A	5,000,000	4,000,000	1,000,000	COMMENT REQUIRED	Funding was increased in FY18 to expand the breakfast program and provide meals to all students.

# SEFA Template - Columns 17-20

**\*State entities** include agencies listed on the agency listing provided by the SCO that are included in the CAFR. This includes some of the colleges/universities (BSU, ISU, U of I, LCSC, EITC)

**\*\*Non state entities include:** health districts, Idaho colleges not listed as state agencies (i.e. CWI, CSI), any other non-state agency such as a school district, city, county, etc.

SUBRECIPIENT INFORMATION			
17	18	19	20
Federal share (\$) of Expenditures to Subrecipients		Total Federal Expenditures to Subrecipients	Subrecipient
State entities*	Non-State entities**		Variance Formula
			Columns ((P+Q) > K)
200,000	100,000	300,000	No COMMENT REQUIRED
100,000	100,000	200,000	Pass through to subrecipients cannot exceed current year award expenditures
		-	No COMMENT REQUIRED

# State v Non State Entity

- ▶ State
  - ▶ Includes agencies listed on our agency listing that are included in the CAFR
  - ▶ This includes the following colleges and universities: BSU, ISU, U of I, LCSC
- ▶ Non-State
  - ▶ Health Districts
  - ▶ Non-State Colleges: CWI, CSI, CEI\*
  - ▶ School districts
  - ▶ Cities and Counties

\*If you pass through funds to the College of Eastern Idaho (formerly EITC), they are no longer part of the state and should be included in the non-state column total

# Primary Recipient versus Subrecipient

- ▶ **Recipient:** A non-federal entity that expends federal awards received directly from a federal awarding agency to carry out an activity under a federal program.
- ▶ **Subrecipient:** A non-federal entity that receives a sub-award from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a federal awarding agency
- ▶ **Sub-award:** An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A sub-award may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- ▶ Several definitions are listed on the closing packages, others can be found starting in 2 CFR 200.1

# Subrecipient v Contractor

- ▶ **Contract:** means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used in this part does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or sub award
- ▶ **Contractor:** means an entity that receives a contract as defined above
- ▶ Helpful sources for determination:
  - ▶ AGA
  - ▶ SCO

12 total so the column 19 total does not exceed column 12.

20. Total expenditures to subrecipients - This column automatically calculates the total expenditures provided to State and Non-State subrecipients.

Please note that contractors are not considered subrecipients and should NOT be reported on the SEFA closing package as pass through. The following resources may help you in your determination of contractors versus subrecipients:

- [AGA Contractor or Subrecipient Relationship](#)
- [SCO Fiscal Policies Manual](#)

**Submission Instructions**  
Attach your completed SEFA template to the closing package before electronically submitting the closing package. See the instructions above for the link to the SEFA template.



## Example 2

- ▶ The State Dept. of Education provides funds received from the USDA to a school district to provide breakfast to students. Education is required to perform reviews to ensure the school district is spending the funds in accordance with federal requirements.
  - ▶ This grant involves a subrecipient:
    - ▶ Education is required to monitor the school districts spending
    - ▶ 7 CFR 210.18 - Outlines Administrative review requirements for this USDA grant (#10.553)
      - ▶ Beta.sam.gov provides reference to the CFR section

## Example 3

- ▶ The Department of Fish and Game hires a company to build new fish hatchery and periodically review their progress to make sure they are meeting F&G specifications. The grant award does not specify who is to build the new hatchery, only that the funds are to be used for that purpose.
  - ▶ This grant involves a contractor
    - ▶ Although they are reviewing their progress, it is not required under the grant award
    - ▶ The grant only stipulates how the funds are to be used
  - ▶ Review related CFR for the specific grant award

# SEFA Certification - What are you certifying?

- ▶ Management is responsible for/ has complied with Uniform Guidance (UG)
- ▶ Established and maintained effective internal controls
- ▶ Provided accurate and complete information
- ▶ Disclosed all applicable information to the auditor
- ▶ Complied with applicable compliance requirements
- ▶ Monitored subrecipients and expended pass through in accordance with UG
- ▶ Provide information to the SCO regarding Single Audit findings
- ▶ Did not receive a Federal audit in the reported fiscal year
- ▶ Management is responsible for creating a corrective action plan for all findings and accurately submitting finding follow-up information

# Federal Assistance Certification Form

- ▶ Read & signed electronically by **both**
  - Agency primary fiscal staff member **AND**
  - Agency head
- Signatures do not need to be obtained in a specific order
- The primary fiscal staff member must be an approver to be able to sign
- The SEFA must be submitted for approval before it can be signed (can not be with the originator)
- Once signed, the primary fiscal staff member may submit to the SCO

# Certification - Primary Fiscal Staff

- 3. Leases Payable
- 4. Leases Receivable
- 8. Cash
- 12. Capital Assets
- 15. Unearned Revenue

## General Information

### FEDERAL ASSISTANCE CERTIFICATION FORM

#### **FEDERAL ASSISTANCE CERTIFICATION FORM**

140 State Controller's Office

**FISCAL YEAR 2018**

The Honorable Brandon D Woolf  
State Controller  
700 W. State Street  
P.O. Box 83720  
Boise, ID 83720-0011

We certify that, to the best of our knowledge and belief, the following statements are true:

1. Agency management is responsible for complying and has complied with the requirements of the Office of Management and Budget (OMB) Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*.
2. Management has complied with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of its federal programs.
3. Management has established and maintains effective internal controls that provide reasonable assurance that the agency is managing federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on its federal programs.
4. Management has provided the Office of the State Controller an accurate and complete schedule of expenditures of federal awards in accordance with Uniform Guidance and has included expenditures made during the period being audited for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.
5. Management has identified and disclosed to the auditor:
  - The requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each federal program
  - All amounts questioned and any known noncompliance with the requirements of federal awards, including the results of other audits or program reviews
6. Management has complied, in all material respects, with the compliance requirements in connection with federal awards. Management has provided copies of interpretations of any compliance requirements that have

Signature(s) Required

Undo Approval

Sign Form



View Attachments

Comments

View Audit Trail

View PDF

# Certification - Primary Fiscal Staff

**Main Menu**

[Current Forms List](#)

[Agency Required Forms](#)

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**Instructions**

- [3. Leases Payable](#)
- [4. Leases Receivable](#)
- [8. Cash](#)
- [12. Capital Assets](#)
- [15. Unearned Revenue](#)

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**General Information**

State Of Idaho  
Office Of The State Controller  
2018 GAAP Closing Procedures Manual

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19 Schedule of Expenditures of Federal Awards 08/08/2018

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Agency Code: 260      Name of Agency: Department of Fish and Game      Current Status: Awaiting Agency Approval      FY: 2018      FY End Date: 06/30/2018

10. If applicable, management has reviewed the following records from which the financial statements were prepared, and has determined that they are in compliance with applicable laws and regulations and have met the requirements of Uniform Guidance. Management has:

- Issued management instructions and ensure compliance with laws, regulations, or the provisions of contracts or grant agreements, and
- Considered the accuracy of the records.

11. Management will provide information to the State Controller to accurately prepare a summary schedule that lists all findings as required by Uniform Guidance.

12. Amounts claimed or used for grants and other assistance are in compliance with State, Local, and Tribal Governments and OMB's Uniform Administrative Requirements for Grants and Other Assistance Administration.

13. Management received no request for information from the State Controller in our audit report.

14. Management acknowledges that the information provided to the Office of the State Controller is true and correct as of the date of this certification.

15. Management acknowledges that the information provided to the Office of the State Controller is true and correct as of the date of this certification.

16. To the best of our knowledge and belief, the information provided to the Office of the State Controller is true and correct as of the date of this certification.

Any exceptions to the above certification are listed below:

The undersigned attests to agency compliance and understanding of all aspects of the Federal Assistance Certification.

Agency Primary Fiscal Staff Member Name: \_\_\_\_\_

The undersigned attests to agency compliance and understanding of all aspects of the Federal Assistance Certification.

Agency Head: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Signatures**

Required	Signed By	Signed Date
Agency Head	Required	<input type="button" value="Sign"/>
Fiscal Officer	Required	<input type="button" value="Sign"/>

# FY19 Change

**Agency Approval**

State Of Idaho  
Office Of The State Controller  
2019 GAAP Closing Procedures Manual

19 Sched

Agency

Waiting Agency

CFDA N  
CFDA E  
Federal

Amount

Amount

Total for Federal Interest Subsidies

Send to SCO   Undo Approval   View Signatures   Attachments   Comment

### Signatures

Required	Signed By	Signed Date	
Agency Head	Signature Acquired - See Attachments	04/10/2019 12:02PM	<a href="#">UnSign</a>
Fiscal Officer	JEFFREY SEWARD	04/10/2019 12:01PM	<a href="#">UnSign</a>

[Close](#)

General Information

- Copies of reports showing federal awards, provided during the audit, are true copies and are supported by the accounting records from which the financial statements were prepared.
10. If applicable, management has monitored subrecipients to determine that the subrecipients expend pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Uniform Guidance. Management has:
    - Issued management decisions on a timely basis after the receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements, and ensured that subrecipients have taken the appropriate and timely corrective action on findings
    - Considered the results of subrecipients' audits and other monitoring procedures and made necessary adjustments to our own books and records
  11. Management will provide information to the Office of the State Controller, including prior audit findings, to allow the Office of the State Controller to accurately prepare a summary schedule that lists all findings as required by Uniform Guidance.
  12. Amounts claimed or used for matching were determined in accordance with the guidelines in OMB Uniform Guidance, Cost Principles for State, Local, and Tribal Governments and OMB's Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
  13. Management received no requests from a federal agency to audit one or more specific programs as a major program.
  14. Management acknowledges that we are responsible for creating and implementing a corrective action plan for each audit finding identified in our audit report.
  15. Management acknowledges that we are responsible for accurately submitting the prior audit findings and status follow-up information to the Office of the State Controller.
  16. To the best of our knowledge and belief, no exceptions to the above certifications have occurred subsequent to 06/30/2018 and through the date of this certification.

Any exceptions to the above certifications are attached with a narrative detailing the variance(s) and management's proposed or completed corrective actions.

The undersigned attests to agency compliance and understanding of all aspects of the Federal Assistance Certification.

KABA ERD 06/04/2018 11:03AM

Agency Primary Fiscal Staff Member Date Signed

The undersigned attests to agency compliance and understanding of all aspects of the Federal Assistance Certification.

DIERKS BENTLEY 06/04/2018 11:07AM

Agency Head Date Signed



Send to SCO Undo Approval View Signatures

View Attachments Comments View Audit Trail View PDF

# SEFA Due date

- ▶ No minimum reporting threshold

\*Due Wednesday, Aug.7\*

## *Review Question #22*

All of the fields on the SEFA  
template are required

True

False

## *Review Question #23*

For subrecipient reporting, the expenditures to State entities column should include:

- a) Health districts
- b) Idaho college's such as CEI, CWI, or CSI
- c) Agencies listed on the agency listing as included in the CAFR
- d) School districts, cities, and counties

## *Review Question #24*

It is okay for your total federal expenditures to subrecipients to exceed current year expenditures reported on column 12 if you provide an explanation for the variance:

True

False

## *Review Question #25*

If you pay a company to perform work for your agency, you should:

- a) Report all expenditures to the vendor as subrecipient expenditures
- b) Review the definition of a contractor and subrecipient to evaluate the relationship
- c) Review available checklists to help determine if they are a contractor or subrecipient
- d) Both b and c

# ***CAFR and Single Audit Findings***

# CAFR & Single Audit Findings

- ▶ The SCO will be preparing the following in conjunction with the CAFR and Single Audits as required by 2 CFR 200.511:
  - ▶ Summary Schedule of Prior Audit Findings
  - ▶ Corrective Action Plan of current year findings
- ▶ These include findings from the Legislative Services Office Audit Division (LSO) related to CAFR and/or Single Audit findings only. This does not include
  - ▶ Management review findings
  - ▶ Findings from other oversight agencies (i.e. federal auditors)
    - ▶ If you have these, as referenced on the certification form, please let the SCO know

# CAFR and Single Audit Findings

## Prior Findings Follow-up

- ▶ The SCO prepares the follow-up on audit findings issued in a prior year that remain open with LSO
- ▶ We will be contacting agencies that had findings in the prior fiscal year between November-January to follow-up on these findings.
- ▶ You will receive a follow-up form to fill out and return
- ▶ We will then contact you to gather additional information/documentation
- ▶ We will likely be asking repeat questions/gathering the same documentation the auditors request.

# Findings - Prior Finding Follow-up

## Prior Audit Findings Follow-up

Per 2 CFR 200.511, the State Controller's Office (SCO) is responsible for follow-up and corrective action on all CAFR and Single Audit findings. The SCO is also required to prepare a summary schedule of prior audit findings, and a corrective action plan for current year findings. If you had an audit finding(s) in the prior fiscal year, please fill out the information below for each of your findings. Please feel free to contact the SCO with any questions you may have. Please note that the information may be similar to what you have already provided to your

### Instructions

Please note: findings beginning with a '1' (i.e. 2018-101) are related to a prior CAFR finding. Findings beginning with a '2' (i.e. 2018-201) are related to a prior Single Audit finding.

1. Please list the current status of the finding as either corrected, partially corrected, or not corrected
2. If you have corrected the finding, please indicate whether the corrective action plan you provided to the SCO and the auditors in the prior fiscal year was implemented. If steps taken did not vary from the corrective action plan submitted in the prior year, you can indicate so for steps taken. Please provide dates of implementation, steps taken to correct the finding (if not already included in your corrective action plan), and any additional information you find pertinent to the finding.
3. If you did not implement the corrective action, but have completed steps to correct the finding (partially corrected), please describe what you have done/are planning to do to correct the finding. Please include the following information: dates of (anticipated) implementation, steps taken to correct the finding, steps planning to take to address the finding, and any additional information you find pertinent to the finding.
4. If you did not implement the corrective action and have not yet addressed the finding (not corrected), please describe what you are planning to do to correct the finding. Please include the following information: anticipated dates of implementation, steps taken to correct the finding, steps planning to take to address the finding, and any additional
5. Please list the name of the person the SCO should contact with any questions regarding this finding

				1	2	3	4	5
Finding Type	Finding number	Finding description	Corrective action provided in the prior year	Status (2 CFR 200.511(b))	If corrected, was the corrective action plan implemented?	If partially corrected, please describe	If not corrected, please describe	Agency contact info

# Corrective Action Plan

## Current Year Findings

- ▶ LSO will typically send out current year findings to agencies for response in December for the CAFR and March for single audit
- ▶ When you send your response to LSO regarding Single Audit findings, we ask that you include the SCO on your email to LSO so we can compile the Corrective Action Plan
  - ▶ [CAFR@SCO.IDAHO.GOV](mailto:CAFR@SCO.IDAHO.GOV)
- ▶ Please make sure your corrective action includes the following elements:
  - ▶ Corrective action
  - ▶ Anticipated corrective action date
  - ▶ Contact info for the responsible person

# FY18 Findings

- ▶ If your agency received a CAFR and/or Single Audit Finding, we will be sending out a memo in July regarding our follow-up process as a reminder

## *Review Question #26*

The SCO will be preparing a prior finding follow-up for Single Audit findings and will request the following:

- a) The agency provide the status of the prior year finding(s)
- b) The agency explain what has been done to correct the finding(s)
- c) The agency provide additional documentation to support the reported status
- d) All of the above

## *Review Question #27*

When submitting your corrective action to LSO for current year findings, you should include the SCO on your response:

True

False

[CAFR@SCO.IDAHO.GOV](mailto:CAFR@SCO.IDAHO.GOV)

# ***5 - Long-Term Liabilities & Short-Term Debt***

# ***05 - Long-Term Liabilities and Short-Term Debt***

Objective:

- ▶ Gather information on long-term liabilities and short-term debt transactions involving vendors other than state entities

# *05 - Long-Term Liabilities and Short-Term Debt*

Long-term liabilities include the following:

- ▶ Bonds payable
- ▶ Notes payable for a period in excess of one year
- ▶ Claims & Judgments
- ▶ Bonds authorized but not yet issued
- ▶ Conduit debt
- ▶ Policy claim liabilities

# *05 - Long-Term Liabilities and Short-Term Debt*

Short-term Debt includes:

- ▶ Anticipation notes
- ▶ **Lines of credit\***
- ▶ Similar loans

# 05 - Long-Term Liabilities and Short-Term Debt

Due to new GASB guidance (*GASB No. 88 - Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*) 2 new questions have been added to this closing package:

- ▶ 9a. Does your agency have any **UNUSED** lines of credit?
- ▶ 9b. Did your agency pledge any assets as collateral for debt?
- ▶ 10. Does your agency have any debt agreements with specified terms related to significant:
  - ▶ A. Events of default with finance related consequences?
  - ▶ B. Termination events with finance related consequences?
  - ▶ C. Subjective acceleration clauses?

# 05 - Long-Term Liabilities and Short-Term Debt

- ▶ Contracts Payable include software licensing agreements (but **NOT** software maintenance contracts)
  - ▶ Software maintenance contracts (\$500,000 or more) should be reported on the Closing Package #2 - Miscellaneous, Question #7, for long-term commitments
- ▶ \$50,000 threshold per fund for ST Liabilities
- ▶ \$200,000 threshold per fund for LT Liabilities
- ▶ Due Tuesday, July 9

# Review Questions

# Review Question #28

All of the following are long-term debt except:

- a) Bonds Payable
- b) Anticipation Notes
- c) Conduit Debt
- d) Claims & Judgements
- e) All of the above

# Closing Package Training

- ▶ Questions?
- ▶ Evaluation form
- ▶ CPE

**General CAFR Email: [cafr@sco.idaho.gov](mailto:cafr@sco.idaho.gov)**